

Employee/Volunteer Vehicle Use Procedure

Note: Additional requirements and training are required for individuals who transport students. Contact the Transportation Department for information pertaining to student transportation.

The purpose of this procedure is to ensure the safety of individuals who drive District vehicles and to provide guidance on the proper use of District vehicles. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the District endorses all applicable state motor vehicle regulations relating to driver responsibility. The District expects each driver to drive in a safe and courteous manner.

Driver Guidelines and Reporting Requirements

Employees/Volunteers may not drive any District vehicles/rentals without prior approval of the Superintendent or designee. The District provides vehicles/rentals for District use to allow Employees/Volunteers to drive according to the guidelines below.

1. District vehicles/rentals are to be driven by authorized Employees/Volunteers only.
2. If possible, District vehicles will be permanently assigned to departments that have demonstrated a continued need for them. Additional vehicles are maintained in a motor pool for use by individual Employees/Volunteers, as needed.
3. Employees/Volunteers who need transportation in the course of their normal workday may be assigned a District vehicle for their use. All other Employees/Volunteers needing transportation for District business may use vehicles assigned to their department or those drawn from the motor pool, if available.
4. Employees/Volunteers who drive a vehicle/rental on District business must, in addition to meeting the approval requirements, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents.
5. Employees/Volunteers are responsible for any driving infractions or fines as a result of their driving.
6. Non-district passengers (i.e., family and friends) are prohibited from driving District vehicles or vehicles rented by the District.
7. Any employee who has a driver's license revoked or suspended shall immediately notify the Superintendent or designee and immediately discontinue operation of the district vehicle. Failure to do so may result in disciplinary action, including termination of employment.
8. All accidents in District vehicles/rentals, regardless of severity, must be reported to the police and to the Superintendent or designee. Accidents are to be reported immediately from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
9. Drivers must report all ticket violations received during the operation of a District vehicle/rental as soon as practical to the Superintendent or designee.
10. Employees holding positions including, but not limited to Maintenance, Technology, Nurses, etc., requiring regular driving for business as an essential job function must, as a condition of employment maintain a valid Driver's License.

Driver Criteria and Administration

Employees/Volunteers must have a valid Driver's License to operate a district vehicle/rental. Employees/Volunteers are expected to drive in a safe and responsible manner and to maintain a good driving record. Employees/Volunteers operating a District vehicle/rental in an unsafe manner may result in revocation of District driving privileges. If driving is an essential function of the employee's position, the loss of driving privileges or Driver's License may result in the termination of employment. Examples of unsafe driving are citations, accidents, etc.

Rental Vehicles

Vehicles rented on behalf of the District will be arranged through the District Transportation Department.

Driver Safety Rules

1. Driving on District business and/or driving a District vehicle/rental while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
2. Drivers should complete calls while the vehicle is parked and/or use the phone in a “hands free” mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
3. No driver shall operate a District vehicle/rental when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
4. All drivers and passengers operating or riding in a District vehicle/rental **must** wear seat belts.
5. No unauthorized personnel are allowed to ride in District vehicles/rentals.
6. Drivers are responsible for the security of District vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
7. All State and local laws must be obeyed.

Accident Procedures

1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
 - Call for medical aid if necessary.
 - Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.
 - Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
 - Pertinent information to obtain includes: license number of other drivers; insurance company names and procedure numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.
2. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident.
3. Provide the other party with your name, address, driver’s license number, and insurance information.
4. Immediately report the accident to the Superintendent or designee.