Subject: School Vehicles
Effective Date: TBD Upon Board Approval
Approved By: Board of Directors
Policy: 6003.1

The Governing Board wishes to ensure the safety of those individuals who drive school vehicles. Vehicle accidents are costly to our school, but more importantly, they may result in injury to an employee or others. 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 school endorses all applicable state motor vehicle regulations relating to driver responsibility. The school expects each driver to drive in a safe and courteous manner pursuant to the safety rules outlined in the following board policy.

Driver Eligibility:

- School vehicles are to be driven by authorized employees only. Non-employees are not authorized to drive or ride in school vehicles.
- Any employee who has a driver's license revoked or suspended shall immediately notify the Facilities Department and discontinue operation of the school vehicle. Failure to do so may result in disciplinary action, including dismissal.
- All accidents, regardless of severity, must be reported to the police and to the Facilities Department. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
- Drivers must immediately report all summonses received for moving violations during the operation of a school vehicle to the Facilities Department.
- Motor Vehicle Records will be ordered periodically to assess employees' driving records. An unfavorable record will result in a loss of the privilege of driving a school vehicle. The following system will be used to determine eligibility to operate a school vehicle:
    - ALL TYPE 'A' VIOLATIONS (as defined below) WILL RESULT IN TERMINATION OF DRIVING PRIVILEGES FOR EMPLOYEES AND WILL

DISQUALIFY ANY POTENTIAL DRIVER EMPLOYEES.

- ANY DRIVERS (EMPLOYEES OR APPLICANTS) SHOWING ONE OF THE FOLLOWING WILL BE RESTRICTED FROM DRIVING SCHOOL VEHICLES:
  - One (1) or more type 'A' Violations in the last 3 years
  - Three (3) or more accidents (regardless of fault) in the last 3 years.
  - Three (3) or more type 'B' violations in the last 3 years
  - Any combination of accidents and type 'B' violations which equal Four (4) or more in the last 3 years

Type 'A' Violations:

- Driving While Intoxicated (Driving Under the Influence)
- Driving While Under the Influence of Drugs
- Negligent Homicide Arising out of the Use of a Motor Vehicle (Gross Negligence)
- Operating During a Period of Suspension or Revocation
- Using a Motor Vehicle for the Commission of a Felony
- Aggravated Assault with a Motor Vehicle
- Operating a Motor Vehicle Without the Owners Authority (grand theft)
- Permitting an Unlicensed Person to Drive
- Reckless Driving
- Speed Contest (Racing)
- Hit and Run (Bodily Injury or Property Damage)

Type 'B' Violations:

- All Moving Violations not listed as type 'A' Violations

Driver Safety Rules:

- The use of a school vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
- No driver shall operate a school vehicle when her/his ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- All drivers and passengers operating or riding in school vehicles must wear seat belts, even if air bags are available.
- No unauthorized personnel (e.g. Hitch-hikers) are allowed to ride in school vehicles.
- Drivers are responsible for the security of school vehicles assigned to them.

The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

- Head lights shall be used 1/2 hour after sunset and 1/2 hour before sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be seen clearly.
- Employees are not allowed to text while driving and must use a headset when operating their cellular phones.
- All other state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed.

Defensive Driving Rules:

- Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four-seconds.
- Drivers of heavy trucks/vans should keep a minimum of a three-second interval when not carrying cargo; and at least four-seconds when fully loaded. Following distance should also be increased when adverse conditions exist.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Avoid driving in other driver's blind spots; attempt to maintain eye contact with the other driver, either directly or through mirrors.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 MPH.
- Turn signals must be used to show where you are heading while going into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution (yellow) light. Approach a stale green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If

rear-ended, you will not be pushed into the lane of oncoming traffic.

- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.
- Check behind your vehicle. Operators of heavy trucks/vans should walk around their vehicle before backing and/or have someone guide you.
- Reverse to the driver's side. Do not back around a corner or into an area of no visibility.

Vehicle Expenses and Record Keeping:

Staff will follow all internal procedures regarding vehicle maintenance and record-keeping.