

Category: 5000 BUSINESS	Policy Number: 5805
Policy Title: District Owned Vehicles	Effective Date: January 21, 2009

District-Owned Vehicles

The District owns and maintains certain vehicles. Included among them are school buses, pickups, cars and maintenance equipment. These are for use by properly authorized personnel of the District for District business purposes.

Authorization for Use:

District employees shall operate District owned vehicles and equipment only when authorized by their position and/or supervisor. The employee must hold a valid Idaho operators license for each class of vehicle or piece of equipment they are approved to operate. The District may verify license status by checking motor vehicle records or asking to see the driver's license. Where appropriate, the driver must demonstrate to the supervisor's satisfaction that they are qualified to operate the vehicle or piece of equipment. When an employee is designated to have a district vehicle at their residence for emergency call out use, the vehicle shall not be used for personal purposes.

Any driver who receives a citation for a driving violation while operating a district vehicle shall personally pay all fines levied. All citations received while the driver is a district employee, when operating a district vehicle, must be reported and may result in disciplinary action up to and including termination.

A procedure outlining the responsibilities of the vehicle/equipment operator shall be kept with the vehicle.

Bus and District Vehicle Maintenance

Buses and other vehicles or equipment used in the District's transportation programs shall be in safe and legal operating condition. All buses shall conform to standards of construction prescribed by the state board of education and inspections as required by law. Vehicles used for the Drivers Education Program shall be maintained by the district mechanic and shall be inspected annually by a Sheriff's Officer before being used in a class. All other District vehicles shall be maintained following established programs as developed by the Superintendent.

Accident Management:

The District shall establish procedures and guidelines for reporting, investigating and documenting all accidents involving district vehicles and equipment. All accidents involving district vehicles or equipment, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the driver's supervisor, and/or any other identified District personnel, and appropriate law enforcement, as required. A written accident report shall be submitted within 24 hours. Failure to report an accident shall be cause for disciplinary action. An employee involved in any accident while operating District vehicles or equipment may be required to submit to a drug or alcohol test. Failure to submit to a drug and alcohol test or testing positive for drug use or prohibited levels of alcohol, as outlined in applicable law, shall be subject to disciplinary action, up to and including termination. See procedure for further guidelines.

Acquisition and Disposal of Vehicles and Equipment

Any vehicle or piece of equipment that entails an expenditure of \$25,000 or more shall be purchased under the requirements of the State bidding laws. The purchase of any vehicle or piece of equipment must be approved by the Superintendent. All vehicles and equipment shall be disposed of only by sealed bids and sales methods which are approved by the Board and by rules adopted by the State for disposal of surplus property. Each sale must be approved individually by the Board.

Legal Reference: I.C. § 33-1506 Inspection of School Buses

IDAPA 08.02.02.159 Transportation

IDAPA 08.02.02.160 Maintenance Standards and Inspections

Reference: Policy 5360, "School Properties Disposal Policy"

Policy 5380, "Travel Expense Reimbursement"

Policy 5610, "Bids and Quotations"

Policy 6454, "Drivers Education Program"

Policy 7160, "Grievance Process for Certificated Employees"

Policy 7220, "Classified Employee Grievance"

Policy 7345, "Drug Free Workplace"

Policy 7490, "Transportation - Personal Use of School Buses"

Policy 8781, "Transportation - Bus Driver Requirements and Responsibilities"

Policy 8783, "Transportation - Safety Busing"

Category: 5000 BUSINESS	Procedure or Form Number: 5805p
Policy Title: District-Owned Vehicle Operator Procedures	Effective Date: January 21, 2009
<p>The following guidelines are to establish procedures, obligations and expectations of employees who, within the scope of their employment, have occasion to operate district owned vehicles and equipment, or personal vehicles for official district purposes.</p>	
<p><u>Responsibilities of Vehicle/Equipment Operator:</u></p> <ol style="list-style-type: none"> 1) Operate vehicle and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use. 2) All citations received while the driver is a District employee, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination. Any driver who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. 3) Employees must report any loss or suspension of their operator license or endorsements status to their supervisor as soon as they are notified of the licensing status change. 4)* Report all accidents immediately to their supervisor or Business Manager, regardless of the amount of damages or personal injuries sustained, so that they can be reported to the district's insurance carrier. All CDL holders shall comply with Federal and State laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor. 5) Use of district fueling cards and facilities, maintenance and repair facilities, and supplies shall be limited to bonafide district vehicle and equipment. District material and facilities shall not be used for personal benefit. 6) Return such vehicles and equipment daily to the district facility designated for that vehicle or piece of equipment, unless it is taken to the operator's residence as authorized with proper scheduled maintenance. 	
<p><u>Prohibited Conduct of Vehicle/Equipment Operator:</u> Any employee involved in one or more of the following circumstances while operating district vehicles and equipment will immediately lose their operational authorization:</p> <ol style="list-style-type: none"> 1) Operating any district vehicle or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of equipment. 2) Using the district vehicle or piece of equipment for any illegal or unauthorized purpose. 3) Engaging in activities which may distract an individual from safely operating a vehicle or piece of equipment; i.e. using cell-phones, etc. 4) Allowing others to use the refueling card or requesting to use the card when it is signed out to someone else. 5) Operating a vehicle or piece of equipment in a manner which endangers the safety or life of others. 6) Clearly using district owned vehicles or piece of equipment in a negligent manner. 	
<p><u>*Accident Management:</u></p> <ol style="list-style-type: none"> 1) All accidents shall be reported immediately to the driver's supervisor and appropriate law enforcement, as required. A written accident report shall be submitted within 24 hours. 2) Drivers of buses shall be trained for emergencies and shall drill their students in appropriate evacuation and safety protocols. 3) All accidents shall be investigated by a designated District Safety Coordinator or designee. 4) All accidents involving any personal injury and/or accidents for which the estimated damages exceed one-thousand dollars (\$1,000) shall be reviewed by the Safety Committee. 5) The Safety Committee shall hold a fact-finding meeting to determine if the accident was preventable or non-preventable. The driver involved in the accident has the right to attend the fact-finding meeting to explain the situation and answer questions of the Committee. The Committee shall inform the driver of their findings in a timely manner. An employee may appeal the findings and recommendations of the Committee by following the District Grievance procedure. 6) Administrative actions shall be taken based on the findings and recommendations of the Committee as follows: 1) If the accident was non-preventable, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident and service record of the employee. 2) If the accident was preventable, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident and service record of the employee. 7) Driver Education instructors shall not be disciplined under these driver accident guidelines for vehicle accidents resulting from the actions of student drivers who are operating District vehicles under the instructor's supervision, as part of the district's Drivers Education Course, unless a valid investigation by the district or a court of law finds the instructor was grossly negligent in their instruction or driving supervision. 	
<p style="text-align: center;">Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221</p>	