



Book	Policy Manual
Section	700 Property
Title	Use of District-Owned Vehicles
Number	710.1
Status	Active
Legal	24 P.S. 510
Adopted	April 8, 2013
Last Reviewed	July 10, 2017

Purpose

It is the policy of the school district that no one shall be permitted to operate a district vehicle in the course of his/her employment or service to the school district unless s/he has a valid driver's license and a satisfactory driving history record.

Authority

To ensure compliance with applicable federal law regarding personal use of district-owned vehicles and to ensure consistent treatment of all employees subject to such policy and law, the following guidelines are established.

Guidelines

The following guidelines apply to all district vehicles:

1. The maximum number of passengers permitted to be transported must comply with state law.
2. Any accident involving a vehicle, no matter how slight, shall be reported verbally to the immediate supervisor and the district business office as soon as feasible. All relevant facts pertaining to the accident shall be reported in writing to the business office as soon as feasible but no later than two (2) working days of the trip's completion.
3. All relevant facts pertaining to a citation for violation of state motor vehicle laws, while operating a district-owned vehicle, shall be reported in writing to the immediate supervisor and business office as soon as feasible but no later than two (2) working days of the trip's completion.
4. No person shall operate a district vehicle unless s/he shall, at the time of operation, physically possess on his/her person, and be legally entitled to possess a valid Pennsylvania driver's license or equivalent driver's license issued by a U. S. Commonwealth State or Territory and have a satisfactory driving history record.
5. No person shall operate a district vehicle if, during the five (5) years prior to the request for use of a district vehicle, s/he has been convicted of a violation of the state motor vehicle laws involving

an alcohol or drug-related offense. Also, No person shall operate a school vehicle while using a cell phone or other hand held device.

6. All drivers operating a district vehicle shall authorize the district to annually collect a Pennsylvania Department of Transportation Driver Record.
7. Any person whose driver's license is suspended or revoked or who commits any offense which results in his/her not having a satisfactory driving history record shall immediately inform the Superintendent in writing.
8. No district-owned vehicle shall be driven by anyone other than a person authorized by the Superintendent of Schools or his/her designee.
9. The district requires that no personal items be stored in the vehicle. The vehicle is to be locked each night and work articles shall be stored securely in a locked truck storage box when the vehicle is not in use.

For the purposes of this policy, a person shall be deemed not to have a satisfactory driving history record per the Driver Acceptability Matrix.

Use of School Vehicles

The following guidelines shall govern the use of district-owned vans:

1. The vehicle shall be signed in and out through the transportation office.
2. The itinerary for the vehicle's use shall be on file in the transportation office.
3. Mileage as shown at the beginning and end of each use shall be recorded on a form provided by the transportation office.
4. Prior to trip departure, vehicle users are responsible for visual inspection of the vehicle to determine whether any irregularities exist. Any irregularities which interfere with the safe operation of the vehicle must be corrected prior to use. In addition, vehicle users shall check for, and report to their immediate supervisor, any damages or irregularities occurring during use.
5. The vehicle shall be left in a clean condition inside when it is returned.
6. Vehicles shall not be taken to an employee's home or used in any manner for personal convenience or personal business of the driver or of any person, including students, without prior approval by the Superintendent or designee. Unless prior approval has been granted, vehicles shall be returned to a designated location on district property immediately following approved use.

The Superintendent or his/her designee shall develop any other procedures necessary to implement this policy.

Employees who violate this policy will be subject to discipline up to and including termination.