

**Tuscarora School District
100 West Seminary Street
Mercersburg PA 17236**

DISTRICT VEHICLE USAGE CRITERIA and GUIDELINES

No one shall be permitted to operate a district vehicle in the course of his/her employment or service to the school district unless a valid driver's license and a satisfactory driving history record is on file with the Transportation Department and thereafter in accordance with district policies 360, 460, 560 and 710.1.

Because the District makes investments into purchasing school vehicles for employee use, it is important to maintain the integrity of the vehicles to which we are entrusted. While occasional things will happen beyond one's control, there is much we can do to prevent damages to the interior and exterior of the vehicles, as well as keeping the vehicle running lawfully and safely.

This vehicle is the property of Tuscarora School District and is for official use only. It is not for use from home-to-work transport and shall not be kept at a private residence without prior consent of the Transportation Director.

As an employee of the District, your behavior and actions in this vehicle are subject to review, evaluation, and if necessary, disciplinary action. You are personally responsible for any moving vehicle violation received while operating the vehicle and shall promptly disclose such to your supervisor and Transportation Director.

If you are a regular/consistent driver of this vehicle you should check the oil on a regular basis, turn in log sheets with receipts at the beginning of every month.

The first person using the vehicle each month is responsible for sending the log sheets and fuel receipts to the Transportation Department.

A copy of the vehicle registration, insurance certificate and gas card are kept in the logbook. You are required to fill out the log book for every use.

A. Before using the vehicle, you agree to:

- a. Perform a pre-trip inspection of the vehicle looking for any unmistakable safety concerns, damage or unsanitary conditions. It is good practice to always complete your pre-trip inspection the same way each time so you will be less likely to forget a step. Any findings should promptly be reported to your supervisor and Transportation Director.
- b. Make initial logbook entry and verify the last entry miles match your start miles.
- c. Verify you have the registration, insurance certificate and gas card.
- d. Check fuel and oil levels.
- e. Check tire inflation.
- f. Check to make sure all lights and turn signals are operable.

B. While using the vehicle, you agree to:

- a. Never exceed the maximum number of passengers permitted in accordance with vehicle capacity and state law.
- b. Make sure all passengers are securing fastened in safety restraint systems.
- c. Never use handheld communication devices while driving.
- d. Obey posted speed limit signs at all times.
- e. You are responsible to ensure the vehicle is locked and secure at all times.
- f. Follow the guidelines for maintaining the integrity of the ***interior, exterior*** and ***mechanical*** conditions of the vehicle as listed below.

Interior:

- No food, including candy, gum or drinks (except water) are permitted in the district vehicles. This eliminates stains, spills and trash in unwanted places. It also eliminates the potential for a choking hazard or allergic reaction to any of your passengers.
- No smoking or use of tobacco products of any kind are permitted in and around the vehicle.
- No mud-caked shoes. Please make sure your riders wipe their feet before entering the vehicle.
- Smearing or writing on the windows is not permitted.
- No sharp objects as they have the potential to cut or damage seats.
- Vehicles should be trash free.
- Remove any and all belongings from the vehicle.
- Promptly report any interior damage. Include photos whenever possible.

Exterior:

- Do not park in tight spaces where the vehicle can be easily scratched, dented and/or severely damaged. When possible, park away from other vehicles, open doors slowly and educate kids on being careful with their belongings around the vehicle.
- Promptly report any exterior damage. Include photos whenever possible.

Mechanical:

- Minimize fuel use by combining trips, lower your speed and conduct pre-planning to avoid “go back for” trips.
- Be alert for and try to avoid potholes and rocks in your roadway.
- Detect abnormal vehicle behaviors. This requires you to use most of your senses: sight, sound, smell and touch. Recognize the normal running condition of the vehicle so you can compare normal conditions with unusual steering, rattles, odd smells or other conditions. This is especially important for maintaining the safety mechanisms of the vehicle, which in turn keeps the riders safe.

- Any accident, no matter how slight, shall be reported to your supervisor and Transportation Director.
- Promptly report any unusual mechanical vehicle behavior.

C. Upon return of the vehicle, you should:

- a. Vehicles will be parked at Central Office or in designated staff parking lots only. For clarification, please discuss with your immediate supervisor.
- b. Perform a post-trip inspection of the vehicle looking for any unmistakable safety concerns, damage or unsanitary conditions.
- c. It is expected the vehicles will be returned in clean condition; if not, your department may be charged up to \$100 for cleaning fees. Leave the vehicle the same way you would like to receive it.
- d. Return your vehicle clean, trash free and fueled. Never return a vehicle on empty.
- e. Any findings should promptly be reported to your supervisor and the Transportation Director.

D. Procedure for using gas cards:

1. Slide Card
2. Enter odometer reading
3. The ID number is the last 4 of your SS number. Do not share your number with anyone. If this is the first time using the fuel card, you are responsible to make sure you were added as a user through the Transportation office.
4. Place receipt in logbook. **(DON'T FORGET YOUR RECEIPT)**
5. Mark your Log Sheet with gallons bought.

These guidelines are in place to maintain the integrity of the vehicles and to keep all passengers safe and secure. It is important to be good stewards of the resources we have and respectful of the next vehicle user. Failure to inspect equipment before each trip and failure to report defects and needed repairs cannot only create costly maintenance problems, it can also create an unsafe condition for you and your passengers. Remember, problems cannot be addressed if not reported. If everyone does their part by leaving the vehicle the way they'd like to receive it, then problems will likely be eliminated.

Transportation Department Vehicles Include: 3, 4, 5, 11, 15 & 16 – The Transportation Department will schedule maintenance appointments. It is the driver's responsibility to help make sure the schedule applied for is adhered to.

School Student Signs: If, at any time, you are transporting school students, the vehicle must have school student signs. One set needs to be visible on the front of the vehicle and one set needs to be visible on the back of the vehicle. Signage is required based on PA Public School Code, Chapter 171, section 55 and 124. Magnetic signs should be available within your department or in the transportation department.