



Book	Administrative Regulations
Section	700 Property
Title	Use of District Vehicles
Code	710-AR-1
Status	Active
Adopted	August 12, 2019

710-AR-1. USE OF DISTRICT VEHICLES

The district is concerned about employee safety relative to the use of district vehicles and the use of personal vehicles by employees for school district business. The following rules and procedures will assist in reducing the incidents of automobile-related accidents, injuries and costs and in maintaining the district's ability to obtain insurance coverage.

The Transportation Director or designee is responsible for ensuring that employees are aware of, understand and adhere to the administrative regulations governing the operation of district vehicles and personal vehicles for district business. Employees are encouraged to use a district vehicle for district business. A district vehicle should always be used to transport students.

The Transportation Director or designee is responsible for determining when an employee is not able to operate a district vehicle, and can prohibit that employee from operating a district vehicle, after consultation with the employee's supervisor.

Employees who operate a district vehicle and who operate a personal vehicle on district business have inherent responsibility to care for the vehicles in their charge, obey all state and local traffic laws, continuously observe safe and courteous driving practices, and adhere to established district administrative regulations.

Each employee is responsible for all traffic citations and parking tickets issued by a law enforcement officer. The employee must report receiving the citation or ticket to his/her immediate supervisor.

An employee operating a district vehicle is required to:

1. Possess and carry a valid driver's license, satisfactory driving record and vehicle registration while operating a vehicle.
2. Conduct pre-operation inspections.
3. Be responsible for the security of the vehicle.
4. Report problems, malfunctions or needed repairs.
5. Report accidents and damages.
6. Not operate a vehicle in unsafe conditions that may cause damage to the vehicle.

7. Be free of and not possess any controlled substances, including unprescribed or illegal drugs, prescription drugs, or alcoholic beverages that may affect the employee's ability to safely operate a vehicle.
8. The first person using the vehicle each month is responsible for sending the log sheets and fuel receipts to the Transportation Department.

An employee operating a district vehicle will be informed about the established administrative regulations and will acknowledge the conditions for operation of a district vehicle by signing the Vehicle Use Form.

Employees Operating Personal Vehicle on District Business

The district does not provide insurance coverage for damage to personal vehicles when being operated for district business. This coverage is the responsibility of the employee. Approved and paid mileage reimbursement anticipates the cost of vehicle insurance, deductibles, wear and tear, etc.; therefore, these costs and expenses are the responsibility of the employee.

The district does provide excess liability coverage for the district and for the employee while acting in the course and scope of employment.

Personal Use

District vehicles are not permitted for personal use.

Before using the vehicle, you agree to:

1. 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.
2. Make initial logbook entry and verify the last entry miles match your start miles.
3. Verify you have the registration, insurance certificate and gas card.
4. Check fuel and oil levels.
5. Check tire inflation.
6. Check to make sure all lights and turn signals are operable.

While using the vehicle, you agree to:

1. Never exceed the maximum number of passengers permitted in accordance with vehicle capacity and state law.
2. Make sure all passengers are securely fastened in safety restraint systems.
3. Never use handheld communication devices while driving.
4. Obey posted speed limit signs at all times.
5. Ensure the vehicle is locked and secure at all times.
6. Follow the guidelines for maintaining the integrity of the interior, exterior and mechanical conditions of the vehicle as listed below.

Interior:

1. 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 with any of your passengers.
2. No smoking or use of tobacco products of any kind are permitted in and around the vehicle.
3. No mudcaked shoes. Please make sure your riders wipe their feet before entering the vehicle.
4. Smearing or writing on the windows is not permitted.
5. No sharp objects as they have the potential to cut or damage seats.
6. Vehicles should be trash-free.
7. Remove any and all belongings from the vehicle.
8. Promptly report any interior damage. Include photos whenever possible.

Exterior:

1. 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.
2. Promptly report any exterior damage. Include photos whenever possible.

Mechanical:

1. Minimize fuel use by combining trips, lower your speed and conduct preplanning to avoid "go back for" trips.
2. Be alert for and try to avoid potholes and rocks in your roadway.
3. 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.
4. Any accident, no matter how slight, shall be reported to your supervisor and Transportation Director.
5. Promptly report any unusual mechanical vehicle behavior.

Upon return of the vehicle, you should:

1. Park vehicles at Central Office or in designated staff parking lots only. For clarification, please discuss with your immediate supervisor.
2. Perform a post-trip inspection of the vehicle looking for any unmistakable safety concerns, damage or unsanitary conditions.
3. 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.
4. Return your vehicle clean, trash free and fueled. Never return a vehicle on empty.
5. Any findings should promptly be reported to your supervisor and the Transportation Director.

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.

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.