

## **Use of District Motor Pool Vehicles**

### **School Site Vans**

Each district secondary school site is accountable for the safe operation, proper use, checking in and out and storing of each school van. At the start of each school year, the building administrator will identify employees who will have authorization to use the school site vans. The building administrator will supply the transportation director with a list of names, driver license information and five year driving abstract of those employees authorized to use the school site vans.

Each site shall use the established Vehicle Use Log. The Vehicle Use Log contains the following information: dates of use, user name and department, user's driver license number and proof of insurability, business reason and the authorizing administrator's signature. In addition, a Vehicle Condition Record must be completed prior to vehicle check out and return. The Vehicle Condition Record must include the starting and ending odometer reading, record of physical appearance of the vehicle (note any dings, scratches, seat or interior damage), and any vehicle malfunctions upon return. It is the responsibility of the building administrator to report all vehicle malfunctions to the transportation department shop operations as soon as is practical.

### **District Assigned Motor Vehicle**

Each department administrator is accountable for the assigning of district vehicles to employees. Each year or when changes are made, the department administrator will supply the transportation department a list of vehicles assigned by employee. Each employee assigned a district vehicle is responsible for the proper use and safe operation of the vehicle.

On a daily basis, the employee should monitor the physical appearance and mechanical operations of the vehicle, reporting any malfunctions or damage to the transportation department shop operations as soon as is practical. Prior to assignment of the district vehicle, the employee assigned a district vehicle must provide a five year driver abstract showing all departmental action, copy of a valid driver's license, proof of insurability, to the transportation department prior to use of the vehicle. All employees who are assigned a district vehicle are subject to Board Policy 5259 FHWA Drug and Alcohol Testing Program. In addition, department administrators are required, on an annual basis or prior to the start of the new school year, to request a copy of each employee's complete driving abstract. Driving abstract forms can be obtained from the transportation department.

### **District Motor Pool**

The transportation shop operations is accountable for the safe operation and proper use, checking in and out and storing of each district motor pool vehicle. The transportation shop operations shall use the established Vehicle Use Log. The Vehicle Use Log contains the following information: dates of use, user name and department, driver's license number and proof of insurability, business reason and the transportation shop manager or designee's approval. In addition, a Vehicle Condition Record must be completed prior to vehicle check out and return. The Vehicle Condition Record must

include the starting and ending odometer reading, recording of the physical appearance of the vehicle (note any dings, dents or scratches) and report any vehicle malfunctions upon return.

### **Accident Report**

The following procedures will be followed in the event of an accident in which a District vehicle and authorized driver are involved. Accidents are defined under the following classifications:

- a) A vehicle – vehicle accident involves two (2) or more vehicles. Such an accident may also involve property damage;
- b) A vehicle – property accident involves one (1) vehicle and property other than another vehicle or pedestrian;
- c) A vehicle – pedestrian accident involves one (1) or more vehicles and a pedestrian or pedestrians; and
- d) Other types of accidents will be dealt with on a case by case basis.

When, in the course of using a district vehicle, an accident occurs, whether it involves another vehicle or not, the employee will immediately notify the district's transportation and risk management departments, and the appropriate law enforcement agency.

Each vehicle contains an accident kit with all necessary procedures and paperwork to exchange with any parties also involved in the accident. Employees who are involved in an accident are required to remain at the scene until cleared by the appropriate law enforcement agency or investigating district official. Any accident involving a district vehicle will be investigated and evaluated by the definition of minor and major.

- A minor accident is identified by:
  - No individual incurs apparent injury;
  - Damage to vehicles and property is slight (i.e., less than \$5,000); and
  - All vehicles and individuals involved are able to leave the scene under their own power.
- A major accident is identified by:
  - A person incurs injury as a result of the accident;
  - Damage to vehicles or property is extensive (i.e., greater than \$5,000); and
  - Any vehicle or individual involved in the accident is not able to leave the scene under its own power.

Post-accident testing: Each surviving driver of an accident as defined by the FHWA shall be tested for alcohol and controlled substance.

**Traffic Violations**

Each employee will abide by all rules of the road. Any traffic violations or fines incurred by the employee while operating a district vehicle shall be the sole responsibility of the employee and will be subject to disciplinary action up to and including termination.

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