

DOWNINGTOWN AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE

APPROVED: March 11, 2015

REVISED:

710.1-AG. USE OF VEHICLES BY STAFF

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 Chief Financial Officer or designee is responsible for ensuring that employees are aware of, understand and adhere to the administrative guidelines governing the operation of district vehicles and personal vehicles for district business.

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 guidelines.

An employee operating a district vehicle is required to:

1. Possess and carry a valid driver's license 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 un-prescribed or illegal drugs, prescription drugs, or alcoholic beverages that may affect the employee's ability to safely operate a vehicle.

An employee operating a district vehicle will be informed about the established administrative guidelines 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.

Motor Vehicle Record Checks

Motor vehicle record checks **will be** conducted prior to authorizing **employees** to drive a district vehicle for school district business or to transport students in a personal vehicle for school district business.

The following will be used to determine acceptable driving records:

Motor Vehicle Record Matrix

Lifetime:	Disqualified
Class 1:	No convictions in the past 10 years
Class 2:	No convictions in the past 3 years
Class 3:	No more than 2 convictions in the past 3 years
Class 4:	No more than 3 convictions in the past 3 years

<i>Description</i>	<i>Class</i>
Accident Conviction Fatal	Lifetime
Assault/manslaughter resulting from use of a vehicle	Lifetime
Altering Driver License	1
Attempting to Elude Officer	1
Backing Illegally	4
Careless Driving	2
Child Safety Restraint	4
Commercial Administration Suspension	2
Commercial Vehicle used in Commission of Felony	Lifetime
Deviating from Lane of Traffic	4
Disobeying Stop Signs/Traffic Signals	3
Driving Against Traffic	3
Driving on Sidewalk	4
Driving on Wrong Side of Highway	4
DUI/DWI	Lifetime
Failure to Fasten Seatbelt	4
Failure to give Signal	4
Failure to keep vehicle under Control	3
Failure to obey traffic sign or signal	4
Failure to report an Accident	1
Failure to Stop after Accident	1
Failure to Stop after Accident (unattended)	3

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vehicle)	
Failure to Stop for a School Bus	2
Failure to Yield Right of Way	4
Falsified Accident Report	Lifetime
Falsified Application	Lifetime
Following too Closely	4
Inattentive Driving	4
Leaving the Scene of an Accident Hit & Run	Lifetime
Negligent Driving	1
Obstructing Traffic	4
Operating a vehicle on Suspended License	2
Operating with Multiple Licenses	3
Operating without Driver license	3
Parking on Highway	4
Passing Illegally	3
Racing	2
Reckless Driving	1
Speeding (1-9 MPH in a school Zone)	2
Speeding (10 MPH or more in a school zone)	1
Speeding (1-15 MPH over posted limit)	4
Speeding (15 MPS or more over posted limit)	3
Too Fast for Conditions	3
Unnecessary Acceleration	4

Any district employee using a district vehicle for school district business, or transporting students in a personal vehicle for school district business that is charged with a violation, must report the violation to the district office within thirty (30) days. Failure to report the violation within thirty (30) days **may** subject the employee to discipline, up to and including dismissal.