



Book	Policy Manual
Section	700 Property
Title	Motor Vehicle Record Check
Code	710.1
Status	Active
Adopted	July 11, 2007
Last Revised	March 11, 2015

### **Purpose**

The Board shall adopt the following policy for all district employees and subcontracted employees using district vehicles or personal vehicles for district business.

### **Guidelines**

The district shall conduct a motor vehicle record check prior to authorizing any individual to drive a district vehicle or transport students in a personal vehicle for district business. Motor vehicle record checks shall also be conducted at least once per year. New employees who may be responsible for driving a district vehicle or personal vehicle for district business shall be required to submit to a motor vehicle record check as part of the hiring process. Employees must have a valid driver's license in order to drive a district vehicle or transport students in a personal vehicle.

District employees who have not had a motor vehicle record check shall be prohibited from driving district vehicles or transporting students in personal vehicles, except in the case of an emergency.

Any employee or person using a district vehicle for district business, or transporting students in a personal vehicle for district business, who is found to have a violation may be given a probationary period and may be required to submit to a motor vehicle record check every six (6) months, or depending on the type and number of violations, may be prohibited from operating district vehicles. Any employee or person using district vehicles for district business, or transporting students in a personal vehicle for district business who is charged with a violation, must report the violation to the district office. If operating a district vehicle is an essential part of an individual's employment, the employee may be subject to appropriate disciplinary action.

### **Delegation of Responsibility**

The Business Office shall establish written administrative guidelines for motor vehicle record checks, which shall be uniformly applied to all drivers.

[NO710.1-AG-1 Vehicle Use Form Revised 3.6.2024.pdf \(108 KB\)](#)

[NO710.1-AG Use of Vehicles by Staff 3.11.15.pdf \(307 KB\)](#)