

Use of Vehicles by School Employees for Transportation of Students

A. Purpose:

1. These guidelines are to be followed in all instances where students are being transported and South Middleton School District is considered the provider of this transportation. This procedure pertains only to the transportation of students for school sponsored activities and approved field trips.

B. Definitions:

1. 'Employee' shall mean any person employed by way of contract/agreement/approval with the South Middleton School District. This includes all persons approved by the School Board of Directors for employment with the District and who are in good standing with the District.

2. At the date of its creation, 'district vehicle' is defined in this procedure as 10-passenger van, sedan passenger car, non-passenger delivery vans with two seats, and maintenance trucks/vans with two or three seats.

C. Guidelines:

Use of School Vehicles

For insurance purposes, and in an attempt to ensure student safety, any District employee may operate a district vehicle as long as the employee meets all requirements in the following items 1 through 7:

1. The employee must have a current and valid Pennsylvania operator's license. The employee must submit a copy of the front and back of their most recent license to the Buildings & Grounds Department. Submittal of this documentation to the department signifies release of the District to obtain a Motor Vehicle Record (MVR) for the driver. The MVR will be examined to ensure that the operator's license is current, valid and that the driving record is acceptable.

2. The employee who is transporting students agrees to allow the District to review their Motor Vehicle Record (MVR) on an annual basis and in conjunction with any involvement in an accident.

3. The employee has been involved in two (2) or fewer motor vehicle accidents in the last three (3) years, regardless of fault.

4. The employee has had zero (0) Type A violations within the last three (3) years. Type A violations are those that are assigned the most points as determined by the state point system. Employees with any Type A violations are not permitted drive school vehicles or to transport district students under any circumstances. Examples of Type A violations include, but are not limited to:

- Driving while intoxicated.
- Driving under the influence of drugs.
- Negligent homicide arising out of the use of a motor vehicle.
- Using a motor vehicle for the commission of a felony.
- Aggravated assault with a motor vehicle.
- Permitting an unlicensed person to drive.
- Reckless driving.
- Speed Contest.
- Hit and run (BI and PD) driving.

5. The employee has been involved in three (3) or fewer combination of motor vehicle accidents and Type B violations in the last three (3) years. Examples of Type B violations include:

- All moving violations not listed as Type A violations.

6. Any employee who receives a listed violation after initial submission on MVR review must notify the Superintendent/designee, in writing, of the violation within forty-eight (48) hours of the citation.

7. The employee documents he/she has viewed the SafeSchools online training video titled "Transportation: Van Safety" which is available to view at:
<http://bubblers.pa.safeschools.com/login>

E. Safety:

Employee drivers should wear their seatbelt at all times when behind the wheel, and vehicles may not move until all passengers are securely buckled. At no time shall a person be allowed to travel in a vehicle if a seat with seatbelt is not available (i.e. no sitting on laps; no squeezing together).

Drivers should not talk on cell phones, text, or perform other acts or behaviors which may distract from their judgment or reaction time while driving.

Driver should abide by all motor vehicle code laws, regulations, and guidelines regarding highway safety. They should also set an example for young drivers and represent the South Middleton School District in a positive light.

School employees are the only authorized drivers when transporting students in a District-owned vehicle. Students are never authorized to operate District-owned vehicles. No personal use of District-owned vehicles is permitted.

Driver should return district-owned vehicle to District property at the end of the workday or at the conclusion of the scheduled event/request. Vehicles should not be taken home or kept overnight.

F. Accidents & Damages:

In the event of an accident, regardless of severity, the following steps should be taken:

1. Secure immediate medical attention for injured passengers.
2. Report accident to municipal or state police.
3. Get names and addresses of all witnesses and injured persons; license number of the other vehicle(s); names and addresses of driver(s), passenger(s) and owner(s); and insurance carrier information. Document time and place of the accidents and the road conditions. Take photos of the scene.
4. Report the accident immediately to the immediate supervisor, Director of Buildings & Grounds, and/or a District administrator.
5. It is the responsibility of the employee to report damages, accidents, or mechanical concerns to the Buildings & Grounds department at once.

In the event of a mechanical failure, breakdown, flat tire, etc, contact the first available District Administrator using the emergency call list found inside the glove box of the vehicle.

G. Fuel, Fluids & Care:

The vehicle should be fueled and fluids (oil, antifreeze, windshield, etc) checked prior to leaving the school district property. If fuel must be purchased during the trip, the employee should document the vehicle mileage at the time of refueling and submit all documentation and receipts to the Business Office for reimbursement via the school district's reimbursement request process.

The vehicle should be cleaned of all personal belongings and trash at the conclusion of each use. Failure to do so may result in denial of future vehicle use requests.

H. Procedure:

Employees wishing to use a District-owned vehicle should follow this checklist:

- ✓ Is the size of the group to be transported, including the driver, fewer than 10 total people?
If **YES**, proceed. If **NO**, contact Kathy Ryan (KMR2@SMSD.US) in the Transportation Office to reserve a traditional school bus through the District's transportation contractor.
- ✓ Send an email to Zachary Gump (ZDG@SMSD.US) in the Buildings & Grounds Department indicating the date(s) and time(s) of your trip and the number of people, including yourself, who will be transported.
- ✓ The Buildings & Grounds Department will verify the availability of the vehicle(s) and will coordinate pick-up/drop-off of ignition keys.
- ✓ Requests should be made in advance to ensure availability of a vehicle.

ACKNOWLEDGMENT OF RECEIPT OF VEHICLE USE PROCEDURE

I have received a copy of the District's Vehicle Use Procedure on the date listed below. It is my responsibility to comply with these procedures and any revisions or modifications made to them.

Signature of Employee

Date

Employee's Name - Printed

PRE-APPROVAL CHECKLIST FOR SCHOOL DISTRICT VEHICLE USE

- Photocopy both sides of your most current state-issued vehicle operator's license. A digital scan is also permitted.
- Read the 'Vehicle Use Procedure SMSD' document and sign/date the acknowledgement page (Page 5) of the document.
- Notify the Buildings & Grounds Department in writing of any moving violations you've received in the past three years-even minor infractions.
- Complete the online SafeSchools training video for Van Safety and print the certificate at the completion of the course exam.
- Forward all documents to the secretary of the Buildings & Grounds Department.