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| POLICY TITLE: | District Owned Vehicles - Procedure | POLICY NO: |
| | Minidoka County Joint School District # 331 | 810.00P |
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The Board adopts this procedure to establish guidelines, obligations, and expectations of employees who, within the scope of their employment, have occasion to operate District-owned vehicles and equipment, or personal vehicles for official district purposes.

District Vehicles and Equipment

Authorization for Use

Minidoka School District employees shall operate district-owned vehicles and equipment only when the employee:

1. Is authorized by their position and/or supervisor to act as the operator of a vehicle or piece of equipment;
2. All new employees who operate a district owned vehicle will be drug tested;
3. Holds a valid Idaho operator's license for each class of vehicle or piece of equipment they are approved to operate. The district may verify license status by checking motor vehicle records; and
4. Has demonstrated, to the supervisor's satisfaction, that they are qualified to operate the vehicle or piece of equipment.

Responsibilities of Vehicle/Equipment Operator

Employees operating district vehicles and equipment shall:

1. Inspect vehicles or equipment before operating to ensure the vehicle or equipment will function in a safe manner;
2. Refrain from eating, texting, or engaging in any activity which may distract an individual from safely operating a vehicle or piece of equipment;
3. Operate such vehicles and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use;
4. Pull off to a safe area and stop driving to use a cell phone in a vehicle unless utilizing a hands-free device;
5. Be personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic laws while operating such vehicles or equipment;
6. Refrain from operating any such vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of equipment;
7. Return such vehicles and equipment daily to the district facility designated for that vehicle or piece of equipment unless it is taken to the operator's residence as authorized described in this procedure;

8. If the vehicle or piece of equipment is taken to the operator's residence as authorized by this procedure, the operator shall ensure the vehicle or equipment is made available for routine maintenance as well as unscheduled maintenance when required;
9. Report any loss, redaction, or suspension of their operator license or endorsements status to their supervisor as soon as they are notified of the licensing status change;
10. Report all accidents immediately to the supervisor and/or to the Risk Management Specialist so that they can be reported to the District's insurance carrier. All Commercial Driver's License (CDL) holders shall comply with federal and state laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor;
11. Use of district fueling cards and facilities, maintenance and repair facilities, and supplies shall be limited to bona fide District vehicles and equipment. District materials and facilities shall not be used for personal benefit;
12. Not allow other people to use their refueling card or request that others allow them to use refueling cards which are not assigned to them; and
13. Be evaluated in connection with their use of district vehicles and equipment as part of their annual job performance review.

Employees will use the delegated vendor to refuel vehicles. They will use the gas card given to them with their employee number.

Prohibited Conduct of Vehicle/Equipment Operator

Any employee involved in one or more of the following circumstances while operating district vehicles and equipment will immediately lose their operational authorization:

1. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance;
2. Operating any district vehicle or piece of equipment while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug;
3. Use of any district vehicle or piece of equipment for illegal or unauthorized purposes;
4. Operating a vehicle or piece of equipment in a manner which endangers the safety or life of others;
5. Clearly negligent use of district owned vehicles or pieces of equipment.
6. Smoking, vaping or any other tobacco product is not allowed in any district owned vehicle.

Any employee violating any of the items listed in this section of this procedure, regardless of whether it occurred while operating a district vehicle or piece of equipment, may be permanently prohibited from operating district vehicles and equipment, and/or subject to disciplinary action, up to and including termination.

Vehicle Care:

1. All school buses will be brought to the Rupert school bus yard to be washed.

2. Drivers shall ensure the safe condition of the school bus by conducting daily pre-trip, post trip, and child check school bus inspections. The Superintendent or their designee shall establish specific checklists for these inspections. The district or their transportation contractor shall provide drivers with a pre-trip inspection form which may be based on the State Department of Education model pre-trip and post trip inspection forms. At minimum, the pre-trip inspection shall ensure that all safety equipment; such as brakes, tires, all lighting systems, steering, and the horn, are in working order. Post trip inspections shall include an emphasis on locating any sleeping students and any articles left on the bus, and reporting any bus defects.
3. All district vehicles (Driver's Ed, Maintenance, Food Service, Vans, district car, etc), will be washed and maintained as needed.
4. It is the responsibility of the driver of any designated vehicle to make sure that the interior of the vehicle is clean. Paper, bottles and debris of any kind are to be removed. The floors are to be swept, and seats and dash wiped down in preparation for the next group.
5. Transportation employees, as assigned by the Transportation Supervisor, will wash buses.
6. Buses that travel over all paved roads will be washed in the winter months (December through February) at least two times per month.
7. The buses that travel on non- paved roads will be washed at least two times per month but may be washed four times per month. More are permitted if necessary with prior direction or approval from the transportation supervisor/designee.
8. Bus interiors are to be cleaned. Floors are to be kept free of paper and debris by sweeping daily or as needed. Seats are to be wiped down and cleaned as needed but not less than once per week. Dash and driver's area is to be cleaned and free from dust and debris by wiping down the dash area and sweeping around the garbage can area and seat area as often as needed, but not less than every other day. Each bus driver of each bus will have the primary responsibility of washing the outside and cleaning the interiors of his/her bus. All users of vehicles owned and maintained by the district shall adhere to the cleaning and disinfection protocols outlined by the district.
9. School bus technicians shall have first priority in the use of the wash bay for the purpose of steam cleaning the fleet's engines. This needs to be done to comply with state law and regulations.
10. The wash bay is to be kept clean from debris and other items properly stored after each use.
11. Heat controls are not to be changed except by those having authority to do so as designated by the Transportation Supervisor/designee.

District-Owned Vehicles

The district vehicles are for in-district use and for other District-related travel. District vehicles are not to be taken home. The district vehicle may be picked up if the employee is called into work. The Superintendent, however, may approve vehicles to be driven home in certain situations (i.e. on call).

Unauthorized personal use of vehicles or failure to report personal mileage and use may be subject to disciplinary action up to and including termination of employment. Only those who are on district related business may be passengers in a district owned vehicle.

Any mileage driven in a district-owned vehicle that is not for official district business will be considered a taxable fringe benefit to the employee driving the vehicle. This taxable fringe benefit will be in addition to the employee's annual salary and will be reported on the individual employee's W-4. This policy and taxable fringe benefit will be reviewed annually to verify that the policy is in compliance with IRS regulations.

Disposal of Vehicles and Equipment

All vehicles and equipment shall be disposed of only by sales events and methods which are approved by the Board and by rules adopted by the state for disposal of surplus property. Each sales event must be approved individually by the Board. Revenue received from the sale of school buses will be placed in a separate account and used only for the purchase of school buses.

Accident Management Procedures

The Minidoka County School District establishes the following guidelines for reporting, investigating, and documenting all accidents, collisions, and incidents involving district vehicles and equipment:

1. All accidents/collisions/vandalism (herein collectively referred to as "accidents") involving district vehicles, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the driver's supervisor and Superintendent or designee. Failure to report an accident shall be cause for disciplinary action;
2. An employee involved in any accident while operating district vehicles or equipment will be required to submit to a drug and alcohol test if there is injury to property or person, due to insurance and liability. Failure to submit to a drug and alcohol test; or testing positive for drug use; or prohibited levels of alcohol as outlined in applicable law; shall be subject to disciplinary action, up to and including termination;
3. An accident report shall be completed within twenty-four (24) hours of any accident regardless of the amount of damage sustained to any district vehicle or equipment;
4. All accidents shall be investigated and subsequently reviewed by district personnel. Administrative actions may be taken based on the findings.

Definitions

"Vehicle" for purposes of this procedure means buses, vans, passenger vehicles, utv, atv, other motorized maintenance equipment and delivery trucks.

LEGAL REFERENCE: Standards for Idaho School Buses and Operations
Idaho Department of Education, Idaho's School Bus Driver
Training Classroom Curriculum

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2021; December 18, 2023; September 15, 2025