

Vehicles owned by Minidoka County Joint School District #331 will be used in accordance with all State and Federal Laws and Rules and Regulations established by the Idaho Department of Education, Minidoka Schools Board of Trustees, the Superintendent (or designee). Drivers of all district owned vehicles shall be properly licensed and shall receive training as determined by the administration to be appropriate.

**Provisions:**

The use of all school-owned vehicles shall be restricted to the following uses:

- Transportation of students to/from school
- Transportation of students on field trips
- Transportation and maintenance operations
- Operation by staff in conducting school related duties and/or programs

All use of district owned vehicles shall be conducted with energy conservation in mind. Use of staff vehicles should be coordinated whenever possible to provide for car-pooling to eliminate unnecessary mileage or vehicle wear.

The Superintendent or designee has primary responsibility for making all vehicle assignments. Vehicles assigned are not to be taken to or kept at an employee's home during off hour duty assignments except by administrative direction from the Superintendent.

All District owned vehicles will require a mileage log to be kept in the vehicle. This log will be completed for each trip by all employees using the vehicle.

Drivers shall use FMCSA over-the-road hours-of-service trip logs, a trip agenda, or other trip documentation validating applicable driving hours on all out-of-District trips.

All vehicles will be assigned by the Superintendent or designee ~~transportation supervisor to a department, program, or~~ to individual personnel for the benefit of the school district and may be reassigned, used in car pools, or such other arrangements made as deemed most beneficial.

Vehicle purchases shall be on the basis of economy and efficiency toward accomplishing the assigned purpose.

All staff members who drive vehicles ~~shall~~ may be required to take training courses as deemed appropriate ~~by the Transportation Supervisor~~. The Transportation Supervisor or designee may on an annual basis obtain a copy of the driving history of each staff member who will drive district vehicles which will be maintained in the staff member's personnel file.

Any staff member involved in any traffic accident while operating a district owned vehicle, whether on or off a public roadway, will report that accident immediately to the local Law Enforcement Agency, ~~the Transportation Supervisor~~, and to the staff member's immediate supervisor. No vehicle is to be removed from the scene of an accident until directions to do so are issued by a Law Enforcement Officer, ~~the Transportation Supervisor~~ or District designee.

Any district employee who drives district vehicles and who receives a moving traffic citation while operating any type of a vehicle whether personally or district owned shall at the first available opportunity make immediate disclosure of the facts to ~~the Transportation~~ his/her Supervisor.

Any staff member who receives a moving traffic citation while operating a district owned vehicle will be subject to the following procedures:

1. The staff member will notify ~~the Transportation Supervisor~~ his/her supervisor at the first available opportunity. The ~~Transportation~~ Supervisor will then gather the facts pertaining to each separate incident, and notify the Superintendent or designee.
2. The Superintendent or designee will then review the information and make a determination whether the employee should remain on the job pending the appearance in court by the staff member.
3. Upon being found guilty of the charge or voluntarily entering a guilty plea to the charge, further disciplinary action may be taken, including termination.

The district reserves the right to review the complete driving history of an employee in determining disciplinary actions.



<b>LEGAL REFERENCE:</b>	<b>Idaho Code</b>	<b>§33-1501 §33-1506 §33-1508</b>
	<b>FMCSA:</b>	<b>§ 395.5: Maximum driving time for passenger-carrying vehicles</b>

**ADOPTED: April 15, 1997**

**AMENDED/REVISED: December 16, 2013; May 18, 2015**