

## **PURPOSE**

As a driver of a district-owned or leased motor vehicle, the authorized driver has been given certain privileges. Operators of district-owned or leased motor vehicles shall always drive safely, legally and courteously, remembering that they are directly responsible for maintaining both district property and public trust. Employees are expected to operate vehicles safely and assume the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times, and, otherwise, following the policies and procedures outlined below.

This policy applies to all employees *and volunteers* who operate vehicles on district business. These drivers will be referred to as “employee drivers” and will be reviewed by administrators and supervisors to ensure full implementation and compliance.

## **USE OF DISTRICT VEHICLES**

Vehicles owned or leased by the district are provided to support business activities and are to be used only by qualified and authorized employees. Use of a district vehicle is not to be considered a part of an employee’s compensation. In all cases, district vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use. District vehicles may be used only as authorized by the district and for its business activities. Personal use or any other type of use must be authorized by the board of trustees.

*Some employees may be assigned a vehicle that is driven home. Such personal use, if allowed, may be a taxable benefit.*

Employees must be authorized by their immediate supervisor to operate a district vehicle. Only employees who possess a current, valid commercial driver’s license (CDL) will be allowed to operate district vehicles over 26,000 gross vehicle weight, buses, and vans over fifteen (15) passengers. (Compare PSD Policy #720 – Activity Busing)

Employees who drive their personal vehicles on district business are subject to the requirements of this policy, including:

- Maintaining auto liability insurance with minimum state limits;
- Providing proof of liability insurance to the district office on an annual basis; and
- Maintaining the vehicle in a safe operating condition when driven on district business.

## **DRIVER LICENSING**

Persons authorized to drive district vehicles must have a valid driver’s license issued by the State of Idaho or in the state of a driver’s current residence for the class of vehicle being operated. Obtaining a driver’s license is a personal expense. Should an employee’s driver’s license expire, be revoked or suspended, the employee shall immediately notify his/her immediate supervisor.

At the time of such expiration, revocation or suspension, the employee's district vehicle use privileges will be suspended until the employee's driver's license has been fully restored and validated.

### **DRIVER QUALIFICATIONS AND EVALUATION**

Employees will be evaluated and authorized to drive district vehicles based upon their driving ability. To evaluate employees as drivers, the district may:

1. Review past driving performance and work experience through reference checks with previous employers.
2. Review the employee driver's license record (DLR). DLRs may be obtained and reviewed as needed. Employees will not qualify to drive a district vehicle if, during the last eighteen (18) months, they have been (i) convicted of any felony, the sale, possession and/or use of drugs, or any alcohol or drug related offense while driving; (ii) had their driver's license suspended or revoked; (iii) been convicted of three (3) or more speeding violations or one (1) or more major violations, as defined herein; or (iv) been involved in two (2) or more accidents where the employee driver was ticketed or charged with a violation of traffic laws and/or reported to insurance.
3. Ensure the employee has a valid driver's license.
4. Ensure the employee is qualified to operate the type of vehicle he/she will drive. Minimum driver qualifications for district employees are as follows:
  - Authorized employee or approved volunteer of the district.
  - Must be at least eighteen (18) years of age.
  - Generally, have at least one (1) year of experience in the class of vehicle operated.
  - Must possess a current valid license for operation of the class of vehicle.

### **DEFINITIONS**

"Major violations" are defined as:

1. Driving under the influence of alcohol/drugs;
2. Failure to stop/report an accident;
3. Reckless driving;
4. Making a false accident report;
5. Attempting to elude law enforcement;
6. Homicide, manslaughter, or assault arising out of the use of a vehicle; or
7. Driving while license is suspended/revoked.

## TRAFFIC VIOLATIONS

Fines for parking or moving violations are the personal responsibility of the assigned operator. The district will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle, and will hold the employee responsible for payment of such fines.

Each driver is required to report all moving violations to his/her direct supervisor within 24 hours. This requirement applies to violations involving the use of any vehicle (district, personal, or other) while on district business. Failure to report violations may result in disciplinary action, up to and including termination.

Traffic violations *incurred during non-business (personal use) hours by an employee in his/her own vehicle* may affect the employee's ability to drive district vehicles and are subject to review.

## EMPLOYEE RESPONSIBILITIES

Drivers of district vehicles have responsibilities in operating the vehicle in a safe manner and responding appropriately in the event of an accident or other circumstance. All drivers will be informed of the contents of this policy and have a signed acknowledgement placed in his/her personnel file, along with a copy of his/her valid driver's license, prior to operating a district vehicle and annually thereafter. Drivers of district vehicles assume the following responsibilities:

1. Accidents Involving District Vehicles:

- a. In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic. Employee drivers shall always have a police officer investigate any accident that involves a district vehicle. This will help ensure that the district is protected from unwarranted claims. Driver's should not discuss fault with, or sign anything from anyone except for a police officer, a representative from the district's insurance carrier, or an authorized representative.
- b. The name, address, and phone number of any injured person and witnesses should be obtained, if possible. In addition, vehicle identification, insurance, district name, and policy numbers should be exchanged with the other driver. Employee drivers should take a photograph of the scene of the accident, if possible.
- c. Drivers shall notify their supervisor as soon as possible of the accident, report any injuries and property damage involved, and turn all information relative to the accident over to the driver's immediate supervisor within twenty-four (24) hours of the accident. In the event of an accident, post-accident drug and alcohol testing is conducted to ensure employee compliance and promote a safe environment before permission is granted for the employee to drive a district vehicle again.

2. Theft or Damage: Each driver is responsible for immediately reporting theft or damage of the district vehicle to local police immediately. Additionally, all information relative to theft or damage must be provided to the driver's immediate supervisor within twenty-four (24) hours.

## **VEHICLE OPERATION**

Drivers are to submit to their supervisor a Request to Use a District Vehicle each time one is desired. If approved by the administrator and transportation supervisor, a school vehicle will be granted for use.

All individuals who transport students to or from a school-related activity in a district van or car are required to complete the district-approved vehicle safety training prior to operating a district vehicle with students inside. This training must be renewed yearly.

Each driver is responsible for the actual possession, care, and use of the district vehicle in their possession. Therefore, driver's responsibilities include, but are not limited to, the following:

1. Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect, or disrespect of the equipment. Smoking, including vaping, is expressly prohibited in all district vehicles. Employee drivers must make sure that the current insurance card is kept in the vehicle at all times.
2. Obey all traffic laws.
3. The use of seatbelts and shoulder harnesses is mandatory for driver and passengers.
4. Adhering to manufacturer's recommendations regarding service, maintenance, and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
5. Attention to and practice of safe driving techniques, and adherence to current safety requirements.
6. Restricting the use of vehicles to authorized driver only.
7. The employee driver must not operate a vehicle when his/her ability to do so is impaired or influenced by: alcohol, illegal drugs, or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue or injury. The employee driver is obligated to report to his/her supervisor any reason that may affect his/her ability to drive safely.
8. Accurate, comprehensive, and timely reporting of all accidents by an authorized driver and thefts of a district vehicle to the district.

9. The driver of a district vehicle, or any other vehicle being used for district business, is prohibited from using a mobile communication device, cell phone, or computer of any type while the vehicle is in motion, except as provided in Idaho Code 49-1401A.

A mobile communication device is defined as a “text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication.” This does not apply to district work-related two-way radios.

10. The driver is to complete a safety check of the vehicle prior to the trip and submit a post travel report to the transportation supervisor indicating the purpose of the trip and total miles driven.

Failure to comply with any of these responsibilities may result in disciplinary action up to and including termination.

**PERSONAL CARS USED FOR DISTRICT BUSINESS**

The district does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own car. An employee’s personal car insurance will be treated as primary and he/she is required to have minimum liability coverage of \$300,000. The district does not specify and assumes no responsibility for any other coverage employees carry on their own cars since this is a matter of individual status and preference.



**LEGAL REFERENCE:**

Idaho Code Sections

33-506 – Organization and Government of Board of Trustees

49-1401A – Traffic – Enforcement and General Provisions

**ADOPTED: June 1, 2007**

**AMENDED: December 18, 2024**

*\*Language in text set forth in italics is optional.*

**ACKNOWLEDGEMENT AND VEHICLE USE AGREEMENT**

I have read and will abide by the conditions as stated in Preston School District Policy #808 (Conditions for Use of District Vehicles) regarding the operation of any vehicle for district business. I understand that Policy # 808 may be modified without prior notice to me. I further understand that should this Policy be modified I will be provided with a copy of the modified Policy. I further understand that I am obligated to perform my duties of employment in conformance with the provisions of this Policy and all other additional rules, regulations or policies of the district, whether or not I choose to read this Policy.

I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me for use on district business. I further agree to report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant Preston School District the right to investigate my driver's license record at any time. My current driver's license is issued from the State of \_\_\_\_\_ with license number \_\_\_\_\_

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my supervisor immediately.

I have read and agree to the provisions of this vehicle use agreement and the requirements of the Conditions for Use of District Vehicles Policy.

Today's date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_

cc: Personnel File