

## 477 SCHOOL VEHICLE USE POLICY

### I. PURPOSE

The purpose of this policy is to communicate the proper use of school vehicles and the responsibilities when using the vehicle.

### II. REQUESTING A SCHOOL VEHICLE

- A. Generally, school-owned vehicles should be reserved as soon as the need for their use is determined. Reserving the vehicle(s) should be done online at <https://www.pas.k12.mn.us/vehicle-request-form/>. The keys can be picked up from Deb Peschon in the District Office.
- B. Whenever possible the person(s) taking the longest trip will have priority. If a longer trip arises, previously scheduled trips cannot be bumped without 24-hour notice. Whenever there is a trip change, the parties will discuss the modified arrangement.
- C. There will be a travel log provided with the vehicle to be completed. All receipts for school-owned vehicle usage, including fuel, oil, etc., must be submitted upon the return of the vehicle at the completion of the trip. For budget and financial accountability, departments using the school-owned vehicle will be billed at a rate determined by the annual cost per mile for the use of the vehicle.

### III. SCHOOL-OWNED VEHICLE USAGE

- A. School vehicles are for the exclusive use of employees and other individuals involved in school business. Unauthorized occupants are not allowed nor are vehicles to be used for personal use. Persons other than school employees are allowed as passengers only when necessary for conducting school business. Specific notification of passengers must be provided to the school prior to travel.
- B. Use of a school vehicle to or from an employee's residence is prohibited except under very limited circumstances. A school vehicle may be used by a school employee to travel to or from an employee's residence under the following circumstances:
  1. If the employee has been assigned the use of a school vehicle for authorized school business away from the work station to which the employee is permanently assigned, and the number of miles traveled or the time needed to conduct the business will be minimized if the employee uses a school vehicle to travel to the employee's residence before or after traveling to the place of school business.
  2. Prior approval has been attained from the superintendent's office.
- C. Unauthorized personal use of a school vehicle may be grounds for disciplinary action.
- D. All school vehicles are smoke free.
- E. Electronic radar detectors are not permitted in school vehicles.
- F. The school vehicle must be returned to the storage site facility in the same condition in which the vehicle was received, **fully fueled and clean**. The driver will complete and turn in the trip log.
- G. The school owned vehicle will have a fuel card provided. Before filling the tank, make sure the card is accepted at the gas station. The following items can be purchased with the card:
  1. Fuel
  2. Oil
  3. Washer Fluid
  4. Emergency roadside assistance include – tow, jump, one gallon of gas or a locksmith.

5. Carwash
  6. Parking Fees
  7. No other vehicle maintenance, repairs, services or merchandise purchases are to be charged on the fuel service card.
- H. If a fuel card is lost or stolen, it must be reported immediately to the Business Office. When fuel, repairs or service must be paid for with cash or a personal credit card, the driver must submit a voucher to the business office. Original receipts are required.
- I. The vehicle shall not be used for any of the following prohibited uses:
1. Operation by an unauthorized driver.
  2. Operation by any driver under the influence of intoxicants, drugs or any other substance known to impair driving ability.
  3. For any illegal purpose.
  4. Operated in any abusive or reckless manner.
  5. Carrying or transporting firearms, intoxicants, drugs or any controlled substances.
  6. Towing or pushing anything.
  7. Operated in any race, test or contest.
  8. Operated off-road.
- J. Fines resulting from traffic citations involving either moving vehicle or parking violations are the obligation of the driver responsible for the vehicle involved and must be reported to the superintendent the next business day.

#### **IV. PARKING AND STORAGE OF SCHOOL VEHICLE**

- A. Parking of school vehicles shall be the responsibility of the driver.
1. Vehicles shall have the keys removed and remained locked when parked
  2. Vehicles shall be parked in a lot, if available; however, if no other parking is available, vehicles may be parked on the street if not in violation of local ordinance.
- B. The school vehicle shall be parked in the school parking lot when not in use.

#### **V. USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS**

- A. Employees are allowed to use their personal vehicles to conduct business and receive mileage reimbursement at the rate set forth by the school board if approved by the superintendent. When two or more are riding in one car, only the driver is compensated.
- B. In the event the school-owned vehicle is in use, employees will be required to provide their own vehicle and will be paid at the mileage reimbursement rate set forth by the school board.

#### **VI. REQUEST FOR REIMBURSEMENT FOR USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS**

- A. When travel is completed employees are to submit completed travel and expense reports to the Business Office. The report must be approved and forwarded to the payroll office who will process the request.
1. Travel and expense reports shall be accompanied by the following:
    - a. Receipt which must include date of service, itemized description of service and amount paid.
    - b. No item of expense shall be approved if a receipt is missing.
    - c. Credit card receipts are not sufficient documentation of expense unless they contain all of the information indicated above.
    - d. For claiming mileage, document the purpose of the travel and total miles traveled to and from the conference, workshop, seminar or meeting site.

#### **VII. LIABILITY INSURANCE/DRIVERS LICENSE**

- A. Employees shall not drive any vehicle, personal or school-owned, on school business without a valid driver's license of the appropriate classification. Driving records and driver's license status of school employees who use school vehicles for school business will be checked on an annual basis.

- B. It is the employee's responsibility to notify his/her supervisor if their license has been revoked or if there is any reason why they cannot drive a vehicle.
- C. Employees are required to have liability insurance in compliance with Minnesota Statute 65B.49 in effect on all personal vehicles used for school purposes or while performing school business. The school may at any time require proof of such insurance.
- D. Any employee transporting students to school related activities shall have completed Type III training and have a copy of that training certificate with them while transporting students.

### **VIII. SAFETY, ACCIDENTS, CLAIMS AND THEFT REPORTING**

- A. Safety: Employees are expected to operate vehicles in a safe and conscientious manner at all times. Seat belts are to be worn by all occupants at all times. All laws are to be obeyed.
- B. Drivers will immediately report any accident, damage or theft to the law enforcement authority for the jurisdiction where the accident, damage or theft occurred. Drivers will deliver copies of documents, when received to the superintendent's office. Drivers will cooperate fully with the Pipestone Area Schools' insurer in the investigation and defense of any claim or lawsuit.

### **IX. ACCIDENTS**

In the event of an accident or any damage to a school vehicle, the driver must:

- A. Obtain all of the following information:
  - 1. Names and addresses of all vehicle occupants and any injured people.
  - 2. Location where injured were taken.
  - 3. Name and address of other vehicle owner and driver.
  - 4. Other vehicle license number and description of the other vehicle(s) including, make, model, color, etc.
  - 5. Names and addresses of all witnesses.
  - 6. Name of policy agency, police department and accident report number.
- B. Do not admit liability or make any statements concerning the accident, except to police.

### **X. THEFT**

- A. Drivers are required to immediately report the theft of a school vehicle to local law enforcement and their immediate supervisor.

### **XI. ADDITIONAL INFORMATION**

- A. Traffic Laws: Drivers of school vehicles are required to observe and obey all traffic laws regarding the operation of a motor vehicle including speed limits. Drivers of school vehicles are responsible for all fines and penalties imposed for parking or traffic violations with respect to the school vehicle while the school vehicle is in their possession.
- B. Any employee found in violation of this policy or making false claims shall be subject to corrective action, including discipline, termination of employment, and/or applicable State or Federal laws.

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