

**MIDDLETON SCHOOL DISTRICT #134
POLICY AND PROCEDURE MANUAL
SECTION 7000 – Financial Management**

Conditions for Use of District Vehicles.....POLICY 7008

OVERVIEW

As a driver of a Middleton School District vehicle, the authorized driver has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times, and, otherwise, following the policies and procedures outlined below.

District-Owned Vehicles

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 person vehicles for official District purposes. District-owned vehicles are provided to support business activities and are to be used only by qualified and authorized employees. Use of a District-owned vehicle is not to be considered a part of an employee’s compensation. In all cases, these 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-owned vehicles may be used only as authorized by the District and for its business activities.

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.

DRIVER QUALIFICATIONS

Driver qualifications are as follows:

1. Authorized employee of District.
2. Must be at least 18 years of age.
3. Have at least one year of experience in the class of vehicle operated.
4. Must possess a current valid license for operation of the vehicle.

Persons will not qualify to drive a District vehicle if, during the last 36 months, the driver has:

1. Been convicted of any felony.

2. Been convicted of sale, possession and/or use of drugs.
3. Been convicted of an alcohol- or drug-related offense while driving.
4. Had a driver's license suspended or revoked.
5. Been convicted of three or more speeding violations or one or more other major violation.
6. Been involved in two or more chargeable accidents.

REVIEW OF MOTOR VEHICLE RECORD

State Motor Vehicle Records (MVRs) may be used to verify a driver's history. MVRs may be obtained and reviewed at least annually. Privileges to drive District vehicles may be withdrawn or suspended for any driver not meeting the above requirements, based on a review of the MVRs. In addition, appropriate disciplinary action up to and including termination may be taken.

DEFINITIONS

"Major violations" are defined as:

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

"Minor violations" are defined as any moving violation other than a major violation, with the following exceptions:

1. Motor vehicle equipment, load, or size requirements;
2. Improper/failure to display license plates (if they exist);

3. Failure to sign or display registration; or
4. Failure to have driver's license in possession (if valid license exists).

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: In the event of an accident, each driver is responsible for responding as follows:
 - a. Negligence or liability should not be admitted.
 - b. No settlement, regardless of how minor, should be offered.
 - c. The name, address, and phone number of any injured person and witnesses should be obtained, if possible.
 - d. Vehicle identification, insurance, District name, and policy numbers should be exchanged with the other driver.
 - e. Take a photograph of the scene of accident, if possible.
 - f. Call the police if injury to others is involved. It may be appropriate to call police even if there are no injuries.

- g. Complete the accident report form in the District vehicle.
 - h. Turn all information relative to the accident over to the driver's direct supervisor within 24 hours.
2. Theft or Damage: Each driver is responsible for immediately reporting theft or damage of the District vehicle to the local police and to the District Office. Additionally, all information relative to theft or damage must be provided to the driver's direct supervisor within 24 hours.

DISTRICT VEHICLES AND EQUIPMENT

Authorization for Use

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. 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
3. Has demonstrated, to the supervisor's satisfaction, that they are qualified to operate the vehicle or piece of equipment.

RESPONSIBILITIES OF VEHICLE/EQUIPMENT OPERATOR

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. Inspect vehicles or equipment before operating to ensure the vehicle or equipment will function in a safe manner;
2. Operation of the vehicle in a manner consistent with reasonable practices that avoid: abuse, theft, neglect (including - but not limited to - removal of the keys from the vehicle whenever it is unoccupied and keeping the doors locked at all times), or disrespect of the associated equipment. Refrain from eating or engaging in other activities which may distract an individual from safely operating a vehicle or piece of equipment;
3. Obey all traffic laws. Pull off to a safe area and stop driving to use a cell phone in a vehicle;
4. The use of seatbelts and shoulder harnesses is mandatory for driver and passengers.

5. Adhering to manufacturer's recommendations regarding service, maintenance, and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
6. Attention to and practice of safe driving techniques, and adherence to current safety requirements.
7. Restricting the use of vehicles to authorized driver only.
8. Reporting the occurrence of moving violations.
9. Accurate, comprehensive, and timely reporting of all accidents by an authorized driver and thefts of a District vehicle to the District.

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. The reimbursement to the employee for the operation of his/her own car on District business includes the allowance for the expense of automobile insurance. 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.

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LEGAL REFERENCE:

Idaho Code Section 33-506

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