

DISTRICT VEHICLE POLICY

Overview

As an authorized driver of a district vehicle, you have been given certain privileges. You assume the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures as outlined below.

Vehicle Fleet Purpose

District vehicles are provided to support school business activities and are to be used only by qualified and authorized employees. They are not to be considered a part of the employee's compensation and must not be used as an inducement for employment. 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 vehicles may not be used for personal use.
- District vehicles may not be used for activities of other School Districts.

Driver Licensing

District drivers and anyone authorized to drive the district vehicles must have a valid Pennsylvania driver's license for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a Pennsylvania driver's license is a personal expense.

Driver Qualifications

Driver qualifications are as follows:

1. Authorized employee of the district.
2. Must be at least 21 years of age.
3. Have at least one year of experience in the class of vehicle operated.
4. Must meet licensing requirements.
5. Will not qualify to operate a district vehicle if, during the last 36 months, the driver had any of the following experiences:
 - Been convicted of a felony.
 - Been convicted of sale, handling or use of drugs.
 - Has automobile insurance canceled, declined or not renewed by a company.
 - Been convicted of an alcohol-or drug-related offense while driving.
 - Had driver's license suspended or revoked.
 - Been convicted of three or more speeding violations or one or more other serious violations.
 - Been involved in three or more chargeable accidents.

Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually on employee. (The insurance company requires that we provide them with the driver's license number and date of birth for anyone who may drive a district vehicle.) Driving privileges may be withdrawn or suspended and/or the district vehicle removed from any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

PLEASE READ, DATE, AND SIGN ATTACHED "EMPLOYEE AUTHORIZATION FOR MVR REVIEW".

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Maintenance

Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. The Driver will be responsible for fluid checks, and a visual walk-around inspection of tires and vehicle condition to insure a reliable, safe vehicle to drive and support work activities. If there is any damage to the vehicle please note on the vehicle log sheet before leaving on your trip and report immediately to the Business Office upon your return.

Traffic Violations

Fines for parking or moving violations, towing storage or impoundment are the personal responsibility of the assigned operator. The district will not condone nor excuse ignorance of any motor vehicle violations that result in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to the Ridgway Area School District within 24 hours. This requirement applies to violations involving the use of any district vehicle while on district business. Failure to report violations will result in appropriate disciplinary action and include revoking of driver privileges and possible termination of employment.

Cellular/mobile phones

Cellular/mobile phones should not be used while operating a vehicle. Using a cell phone while driving leads to an increased risk of having an accident through a lack of attention to driving. Inattention is the #1 cause of vehicle accidents in America. Inattention can also involve adjusting the radio, eating, smoking, daydreaming, talking to passengers, things outside the vehicle, and other distractions.

Researchers at the University of Toronto found that the risk of having a traffic accident while using a cell phone is the same as that while driving drunk. In eleven countries and several US cities it is illegal to use a cell phone while operating a vehicle. Regulation of the use of phones in vehicles has been the subject of more than one hundred bills in thirty-seven states.

- Allow voice mail to handle your calls and return them at your safe convenience.
- If you need to place or receive a call pull off the road to a safe location.
- Ask a passenger to make or take the call.
- Inform regular callers your driving schedule, and when you will be available to talk.
- Keep your hands on the wheel and your eyes and mind on the road while driving.

In the event of an accident:

- **Call the police on all accidents and obtain a copy of the police report.**
- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number, and insurance of injured person and witnesses if possible
- Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- Take a photograph of the scene of accident if possible.

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- Complete the accident report in your vehicle.
- Turn all information over to the Ridgway Area School District within 24 hours.

Thefts

In the event of the theft of a Ridgway Area School District vehicle, notify local police and the Ridgway Area School District immediately.

Driver Responsibilities

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

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws.
- The use of seat belts and shoulder harness is mandatory for driver and passengers.
- Vehicles should not be operated with any defect that would prevent safe operation, any such defect should be reported to the Business Office immediately.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to authorized driver.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts to the Ridgway Area School District.

Failure to comply with any of these responsibilities will result in disciplinary action.

Preventable Accidents

A preventable accident is defined as any accident involving a district vehicle-whether being used for company or personal use-or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident.

1. Safety Guidelines to Prevent Accidents

- Do Not Follow too close
- Do Not Drive too fast for conditions
- Do Not Fail to observe clearances
- Do Not Fail to obey signs
- Do Not Make Improper turns
- Do Not Fail to observe signals from other drivers
- Do Not Fail to reduce speed
- Do Not Park improperly
- Do Not Pass improperly
- Do Not Fail to yield
- Do Not Back up improperly
- Do Not Fail to obey traffic signals or directions
- Do Not Exceed the posted speed limits
- Do Not Drive While Intoxicated (DWI) or Drive Under the Influence (DUI) or similar charges.

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I have read and will abide by the conditions as stated in this document regarding the operations of any vehicle for district business.

Name(printed)_____

Signature_____ Today's date_____

Witness_____ Today's date_____

EMPLOYEE AUTHORIZATION FOR MVR REVIEW

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As a prospective employee or current employee, I understand a Motor Vehicle Abstract will be ordered and reviewed to assess minimum eligibility to determine driving privileges.

As a driver of a district vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. Drivers must have a valid Pennsylvania driver's license for the type of vehicle to be operated and keep the license(s) with them at all times while driving. All drivers must comply with all applicable regulations.

I also understand that my employer will periodically review my Motor Vehicle Record to determine continued eligibility to drive a district vehicle. In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record will be periodically obtained on me for continued employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent to obtain a Motor Vehicle Record Report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

Employee Name (Print)

Driver's License Number

Employee's Signature

Date

Reviewer's Signature

Date

(Sign and retain the original copy in the employee's file)

MVR Release Consent Form

For the purpose of my employment at _____ ("the company")

I, _____ (Employee's Full Name) consent to the release of my Motor Vehicle Record (MVR) to the company. I understand the company will use these records to evaluate my suitability to fulfill driving duties in the course of my employment with the company. My signature below represents my written consent as required by law.

Driver's License Number: _____

Date of Birth: _____

Last 4 of SSN: _____

Signature of Employee: _____

Date: _____