

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF DISTRICT-OWNED
VEHICLES

ADOPTED: March 18, 2013

REVISED:

710.1 USE OF DISTRICT-OWNED VEHICLES	
1. Purpose	It is the policy of the school district that no one shall be permitted to operate a district vehicle in the course of his/her employment or service to the school district unless s/he has a valid driver's license and a satisfactory driving history record.
2. Authority	To ensure compliance with applicable federal law regarding personal use of district-owned vehicles and to ensure consistent treatment of all employees subject to such policy and law, the following guidelines are established.
3. Guidelines	<p>The following guidelines apply to all district vehicles:</p> <ol style="list-style-type: none">1. The maximum number of passengers permitted to be transported must comply with state law.2. Any accident involving a vehicle, no matter how slight, shall be reported verbally to the immediate supervisor and the district business office as soon as feasible. All relevant facts pertaining to the accident shall be reported in writing as soon as feasible but no later than two (2) working days of the trip's completion.3. All relevant facts pertaining to a citation for violation of state motor vehicle laws, while operating a district-owned vehicle, shall be reported in writing as soon as feasible but no later than two (2) working days of the trip's completion.4. No person shall operate a district vehicle unless s/he shall, at the time of operation, physically possess on his/her person, and be legally entitled to possess, a valid Pennsylvania driver's license and have a satisfactory driving history record.5. No person shall operate a district vehicle if, during the five (5) years prior to the request for use of a district vehicle, s/he has been convicted of a violation of the state motor vehicle laws involving an alcohol or drug-related offense. Also, No person shall operate a school vehicle while using a cell phone or other hand held device.

6. All drivers operating a district vehicle shall authorize the district to annually collect a Pennsylvania Department of Transportation Driver Record.
7. Any person whose driver's license is suspended or revoked or who commits any offense which results in his/her not having a satisfactory driving history record shall immediately inform the Superintendent in writing.
8. No district-owned vehicle shall be driven by anyone other than a person authorized by the Superintendent of Schools or his/her designee.
9. The district requires that no personal items be stored in the vehicle. The vehicle is to be locked each night and work articles shall be stored securely in a locked truck storage box when the vehicle is not in use.

For the purposes of this policy, a person shall be deemed not to have a satisfactory driving history record for two (2) years following:

1. His/Her being convicted of three (3) or more offenses involving the use or operation of a motor vehicle (excluding parking tickets) in any twelve (12) month period.
2. His/Her right or privilege to operate a motor vehicle being suspended or revoked for any reason in Pennsylvania.

The Superintendent or his/her designee shall develop any other procedures necessary to implement this policy.

Employees who violate this policy will be subject to discipline up to and including termination.

References:

School Code – 24 P.S. Sec. 510