

711. USE OF VEHICLES ON SCHOOL BUSINESS

The District recognizes the importance of enforcing the highest standards in connection with the use of personal and District vehicles.

Employees performing assigned driving duties shall be screened to determine if they meet the minimum requirements of the law and are properly PA licensed, insured, and have a safe driving record in order to drive a District or personal vehicle for the benefit of the District. The "Disclosure and Release, Employee Driving Record Information" form and the "Plum Borough School District Driver History" are required forms to be completed. Refer to Appendix A and B, respectively.

The Board shall not be responsible for damage, repairs, fines or other expenses incident to the operation of the employee's automobile.

Employee shall mean any person employed by way of contract with the District. Vehicles are not to be used for District business include a motorcycle, scooter, or trike.

Use Of District Vehicles For Work-Related Transportation

1. Annually, motor vehicle records, driver licenses, and insurance records will be reviewed.
2. Seat belt use is mandatory for the driver and all occupants.
3. Drivers must abide by all federal, state, and local motor vehicle regulations, laws, and ordinances. The driver is responsible to pay for any traffic violations incurred.
4. Cell phone use is prohibited while vehicle is being driven. Cell phone use is permissible when vehicle is legally parked.

School Vehicle Procedures

1. District-owned vehicles may be used for official school businesses only, Personal use is prohibited.
2. Vehicles shall be used for official District business only. Personal use of District vehicles constitutes grounds for disciplinary action, which may include suspension without pay, termination of employment in the case of repeated violations, or suspension or termination of the right to operate district-owned vehicles. Parents/Guardians, volunteers, and substitute employees may not use District vehicles.

Violations

Employees with a Type A violation within the past three (3) years are not permitted to drive school vehicles.

Type A violations, as determined by the state point system are, but not limited to:

1. Driving while intoxicated.
2. Driving under the influence of drugs.
3. Negligent homicide arising out of the use of a motor vehicle.
4. Operating a vehicle during a period of suspension or revocation.
5. Using a motor vehicle for the commission of a felony.
6. Aggravated assault with a motor vehicle.
7. Operating a motor vehicle without an owner's consent.
8. Permitting an unlicensed person to drive.
9. Reckless driving.
10. Participating in a motor vehicle speed contest.
11. Hit and run (bodily injury or property damage).
12. Failure to stop for a school bus with flashing red lights.
13. Failure to comply with a crossing gate or barrier.
14. Moving violation over four (4) points.
15. Failure to notify the District of changes in the driving record during the year.

Employees with three (3) or more Type B violations in the last twelve (12) months are not permitted to drive school vehicles under any circumstances.

Type B violations include any other moving violation that is not considered a Type A violation.

Any employee who receives a listed violation, after initial submission of requirement documentation, must notify the Superintendent or designee, in writing, of the violation within forty-eight (48) hours of the citation.

Cell phone use is prohibited while vehicle is being driven. Cell phone use is permissible when vehicle is safely parked.

Revocation Of Privilege

An employee's privilege may be revoked if any of the following occur:

1. The vehicle is driven by anyone other than the person authorized to use it.
2. The employee has accumulated four (4) or more DMV demerit points in a rolling twelve (12) month period.
- 3, There is any unreported damage to the vehicle.
4. Repeated disregard for the procedures for the use of District-owned vehicles.
5. Use of the vehicle for any purpose other than specified school business.

District-Owned Vehicle Accident Guidelines

The driver shall abide by all motor vehicle code laws, regulations, and guidelines regarding highway safety. Passengers and drivers must wear seat belts at all times.

In the event of an accident, the following steps shall be taken:

1. Stop as near to the scene as is safely practical; avoid blocking traffic and otherwise minimize potential danger to others.
2. If necessary, notify appropriate emergency medical and/or fire rescue personnel.
3. Report accident to the police, and the officer must be requested to complete a formal report.
4. Obtain names, addresses, and phone numbers of witnesses and injured persons; license number of the other vehicle(s); names and addresses of driver(s), passenger(s) and owner(s); and insurance information, and vehicle descriptions. Note time and place of the accident and road conditions.
5. Do not admit negligence or fault or offer settlements.
6. Report all accidents immediately to the Superintendent or designee.
7. Make no other comments or volunteer any information.
8. Prepare a written report and submit the same to the Superintendent or designee.

APPENDIX A

Motor Vehicle Release

DISCLOSURE AND RELEASE FORM EMPLOYEE DRIVING RECORD INFORMATION

1. In connection with my employment (or my application for employment), I hereby give permission to the Plum Borough School District, (hereinafter referred to as Employer) to obtain my state driving record (also known as my motor vehicle record or MVR).
2. I acknowledge and understand that my driving record is a consumer report that contains public record information.
3. I authorize, without reservation, any party or agency contacted by Employer, to furnish the above-mentioned information.
4. I understand that I have the right to request a copy of my driving record and to know the source or sources of my driving record, for a two-year period preceding my request.
5. This authorization shall remain on file by Employer for the duration of my employment, and will serve as ongoing authorization for Employer to procure my state driving record at any time during my employment period.
6. I understand that Employer may take adverse action affecting my employment, based on information in my driving record. If such adverse action is taken, I acknowledge that my rights are as follows:
 - a. Employer must notify me in writing of any such adverse action.
 - b. I have the right to receive a copy of the driving record upon which the adverse action was based.
 - c. I have the right to receive a summary of my rights under the Fair Credit Reporting Act.
 - d. I have the right to know the name, address, and phone number of the consumer reporting agency that provided my driving record to Employer.

I have the right to obtain a free copy of my driving record from the agency that provided it, if such request is made within sixty (60) days from the date that Employer took adverse action.

I have the right to dispute the accuracy or completeness of my driving record with the consumer reporting agency that provided it, and request that errors be corrected.

Employee's Name (Print)

Employee's Signature

Date Signed

Social Security Number

Driver's License Number & State

Date of Birth

APPENDIX B

Plum Borough School District

DRIVER HISTORY FORM

Employee's Name (Print): _____

Department: _____

Employee's ID No.: _____

Employee's Social Security No.: _____

Employee's Daytime Phone No.: _____

AUTHORIZED Driver's Name (Print): _____

Home Address: _____

County: _____ State: _____ Zip: _____

1. Do you have a valid Driver's License? Yes () No ()
2. In what state are you a Licensed Driver?: _____
3. If you have held a license in another state during the past thirty-six (36) months, please provide the following information?

| | <u>Dates</u> | <u>State</u> |
|---------------------|--------------|--------------|
| From _____ to _____ | _____ | _____ |
| From _____ to _____ | _____ | _____ |
| From _____ to _____ | _____ | _____ |

4. Have you been convicted of driving while impaired or under the influence of alcohol and/or drugs within the past three (3) years?
Yes () No () If yes, give explanations and date(s):

5. Have you refused to submit to a Blood Alcohol Content (BAC) test within the past three (3) years?

Yes () No () If yes, give explanations and date(s):

6. Have you been convicted of reckless driving or leaving the scene of an accident, or committing a Felony involving a vehicle within the past three (3) years?

Yes () No () If yes, give explanations and date(s)

7. Have you had your operator's license suspended, revoked or administratively restricted within the past three (3) years?

Yes () No () If yes, give explanations and date(s)

8. Have you been convicted or found at fault for any fatal accident involving a motor vehicle during the past three (3) years?

Yes () No () If yes, list the date(s):

9. Have you been convicted or found at fault for any non-fatal accidents involving a motor vehicle during the past three (3) years?

Yes () No () If yes, list the date(s):

10. Have you been convicted of any other moving vehicle violations during the past three (3) years?

Yes () No () If yes, list type(s) and date(s):
