

Management Support

District-Owned Vehicles

District-owned vehicles are to be used for official school district business only. This procedure outlines the requirements and responsibilities for operating a district-owned vehicle. In addition, some vehicles must comply with Federal Motor Carrier Safety Administration regulations.

Any district employee, other than a bus driver:

- Who transports students for school activities in a district-owned vehicle must have authorization from the Human Services Department prior to driving students. Such drivers may only operate vehicles with seating capacity of ten (10) or less and may not drive students on scheduled routes between home and school (see district cross references). Prior authorization is not necessary for persons transporting students in an emergency affecting health and/or safety.
- Whose work requires that he/she drive for the district as a regular part of his/her assignment, and who is not required to hold a commercial driver's license, must have authorization from the Human Services Department prior to driving for the district.

To obtain authorization, each driver must submit to Human Services on an annual basis:

- a copy of his/her valid Washington State driver's license issued by the state department of licensing;
- current proof of insurance which includes policy expiration date;
- a signed declaration acknowledging understanding of district policy and procedures which includes operator responsibilities;
- a current and valid first aid and CPR certifications;
- a signed authorization for the district to obtain a current Washington State Patrol background check;
- a signed authorization for the district to obtain a certified abstract of the driving record; and
- complete a signed affidavit form indicating a satisfactory driving record, defined as follows:
 - a. The district employee shall not have had a driving license privilege suspended or revoked within the last five (5) years.
 - b. The district employee shall not have incurred three (3) or more moving violations within the last five (5) years.

- c. The district employee shall not have been convicted of any of the following:
- i. misdemeanor, gross misdemeanor or felony (including instances in which a plea of guilty or nolo contendere is the basis for the conviction) or being under a deferred prosecution under 10.05 RCW
 - ii. having been convicted of any of the following motor vehicle violations within the last five (5) years:
 - hit and run driving;
 - vehicular assault;
 - vehicular homicide;
 - driving while under the influence;
 - being in physical control of a motor vehicle while under the influence;
 - negligent driving in the first degree; or
 - any motor vehicle violation agreed to during a court proceeding as a result of an alcohol related driving infraction

District-Owned Vehicle Operator Responsibilities

- A. District vehicles will be operated only by authorized district employees.
- B. Vehicles will be used for official school district business only.
- C. Operators and passengers of district vehicles will wear seat belts at all times while the vehicle is in motion.
- D. The operator will not use a cell phone while operating a district vehicle.
- E. Operators of district vehicles must immediately report to their supervisor any traffic accident or citation received while operating a district vehicle. Failure to immediately report an accident may result in termination of employment.
- F. Any citation for violation of a district vehicle will be the sole responsibility of the operator.
- G. Failure of an employee to maintain a satisfactory driving record will result in the denial of district vehicle privileges.

Misuse of District-Owned Vehicles

Personal Use or any reported or suspected misuse of district-owned vehicles by an employee will be investigated. Violations of any of the requirement of this procedure may result in disciplinary action, up to and including termination of employment.

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