

Vehicles

School Owned Vehicles

The District encourages employees to use school-owned vehicles for travel rather than personal vehicles. Prior to being authorized to drive a school-owned vehicle, employees will fill out an application in the Fiscal Office. Such application must be completed every school year. This application will include a Consent to Release form for the District to request a Motor Vehicle Report (MVR). An MVR may be regularly requested for employees who drive for school-related business; individuals must meet the following criteria:

- Be a District Employee;
- Have a valid driver's license for the class of vehicle to be operated;
- Have at least three (3) years driving experience;
- Have an Acceptable MVR; and
- Be insurable through the District's Insurance Coverage.

An "Acceptable MVR" means that the individual's MVR does NOT meet any of the following:

- Have a Major Violation within the past three years. Major violations include, but are not limited to:
 - Suspended or Revoked License;
 - Negligent Homicide;
 - Any alcohol or drug-related driving offense;
 - Reckless Driving;
 - Refusal to submit to an alcohol test;
 - Operating a vehicle more than thirty (30) mph over the posted speed limit;
 - Leaving the scene of an accident; and
 - Any felony committed with a vehicle.

The District, in its sole discretion, will determine what constitutes a Major Violation under this provision.

- Have three or more Minor Violations within the past three years. Minor Violations do not include parking or insurance-related violations, but do include, but are not limited to:
 - Speeding Violations;
 - Right of Way Violations;
 - Seat Belt and other equipment violations; and
 - Certain administrative violations.

The District, in its sole discretion, will determine what constitutes a Minor Violation under this provision.

- Have one (1) at-fault accident and two or more Minor Violations in the past three years.
- Have two (2) or more at-fault accidents within the last three years.

Employees will not be authorized to drive for school-related business if they do not meet the criteria listed above. If an employee is operating a school-owned vehicle in performing his/her job, the employee is completely responsible for any accidents, fines, or traffic violations incurred. Only authorized employees will operate the school-owned vehicle.

Certain employees, as authorized by the Superintendent, may drive a school-owned vehicle to and from work. Vehicles assigned to employees are to be used strictly for school purposes and may not be used for personal purposes other than commuting. Any such assignments must be for the convenience of the school and the most efficient operation. Employees assigned to use such vehicles may obligate themselves to use such vehicles as contemplated in this paragraph may obligate themselves to a taxable income consequence. Such liability shall be reported on the employees Annual Statement of Earnings (W-2 Form).

This section is not applicable to District bus drivers, who must meet other requirements and standards described by law and other policies.

Use of Personal Vehicles

District employees driving their personal vehicles for school-related business must meet the same criteria outlined above in section 3-4.3 for pre-approval. Employees shall be reimbursed on a per-mile basis. Based on the approved Internal Revenue Service amount. This reimbursement is intended to repay employees for their expenses in operating their vehicle, including the cost of gas, oil, tires, maintenance, and the cost of insurance.

The Board of Education authorizes the Superintendent to adjust the per-mile reimbursement to a rate equal to the approved IRS amount. The Board will be notified when a change has been made and the effective date of change. A memo will be issued to employees as well as listing the new rate on the travel reimbursement forms.

The District requires that all employees who drive personal vehicles on school business carry and maintain insurance on their vehicles in the amount required by state law. Employees are also required to follow all the rules of the road. The District does not inspect personal vehicles, and it is the owner's and passengers' responsibility to determine whether the vehicle is safe. Before receiving a reimbursement, the District requires that the employee provide a copy of a valid driver's license and insurance. Such documentation shall be required before the first reimbursement is issued pursuant to this policy each fiscal year.

Additionally, District employees must receive further authorization from a campus director or assistant superintendent prior to transporting students in a personal vehicle. Only those employees authorized to transport students are permitted to transport the students in the designated personal vehicle and in no case will a student be permitted to drive the personal vehicle.

If an employee is operating a personal vehicle in performing his/her job, the employee is completely responsible for any accidents, fines or traffic violations incurred. In the event of an accident while an employee is driving on District business, employees should be aware that their automobile insurance policy will be looked to for coverage and that they may face personal liability—including any deductible payments. The District's automobile insurance policy provides no coverage for personal vehicles or the driver thereof. In the case that there is a claim against the District for an accident that occurs in a personal vehicle, employees should be aware that even if the District's insurance policy provides coverage for claims brought against the District, their personal automobile insurance will be the primary coverage.