

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: EMPLOYEE DRIVER
QUALIFICATIONS AND
RECORDS

ADOPTED: February 25, 2013

REVISED:

SOUTHERN LEHIGH SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Definitions</p> <p>3. Guidelines</p>	<p style="text-align: center;">360. EMPLOYEE DRIVER QUALIFICATIONS AND RECORDS</p> <p>It is the policy of the District that no employee shall be permitted to operate a School Vehicle or transport students in a School Vehicle or Personal Vehicle in the course of his/her employment or service to the school district unless s/he has a current and valid driver's license, is age 21 or older, and has a satisfactory driving history record. Proof of appropriate insurance coverage will be required when Personal Vehicles are used to transport students. Certain positions' duties do require the legal ability to drive motor vehicles as a condition of employment.</p> <p>Employee shall mean any person employed by the Southern Lehigh School District, including coaches and paid advisors.</p> <p>Legal Ability shall mean the possession of a current and valid driver's license and insurance appropriate to the School Vehicle or Personal Vehicle being driven.</p> <p>School Vehicle shall mean any vehicle owned by, rented or leased by the District.</p> <p>Personal Vehicle shall mean any vehicle owned, rented, leased or borrowed for use by the employee.</p> <p>MVR - Motor Vehicle driving Record</p> <p><u>Use Of School Vehicles at Work or Using a Personal Vehicle for Student Transport</u></p> <p>Any District employee may be assigned or permitted to operate a School Vehicle as long as they meet all of the following requirements:</p> <ol style="list-style-type: none"> 1. The employee must have a copy of a current and valid driver's license on file in the Human Resources office, along with a signed release to obtain a MVR (Motor Vehicle Record) from the Pennsylvania Department of Motor Vehicles. The District will obtain a Driver Motor Vehicle Record (MVR) annually for all such drivers. The MVR will be examined before driving assignment or permission to ensure that the operator's license is current and valid and that the recent driving record is acceptable to the District. Submission of proof of valid insurance coverage is necessary to use a Personal Vehicle to transport students.
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2. Employees with a Type A violation within three (3) years of the intended use of a School Vehicle pursuant to this policy are not permitted to drive School Vehicles or to use Personal Vehicles at work to transport district students under any circumstances.

Type A violations are those that are assigned the most points as determined by the Pennsylvania Motor Vehicle Code point system. Examples include, but are not limited to:

- a. Driving while intoxicated.
- b. Driving under the influence of drugs.
- c. Negligent homicide arising out of the use of a motor vehicle.
- d. Operating a vehicle during a period of suspension or revocation.
- e. Using a motor vehicle for the commission of a felony.
- f. Aggravated assault with a motor vehicle.
- g. Operating a motor vehicle without an owner's consent.
- h. Permitting an unlicensed person to drive.
- i. Careless driving.
- j. Participating in a motor vehicle speed contest.
- k. Hit and run (bodily injury or property damage).
- l. Failure to stop for a school bus with flashing red lights.
- m. Failure to comply with a crossing gate or barrier.
- n. Moving violation over twenty-five (25) MPH above the posted speed limit.
- o. Failure to notify the district of changes in the driving record during the year.
- p. Any single moving violation of four (4) or more points.
- q. Accumulation of moving violations totaling more than six (6) points.

3. Employees with three (3) or more Type B violations in the last twelve (12) months are not permitted to drive School Vehicles or use Personal Vehicles to transport district students under any circumstances.

Type B violations include any other moving violation as determined by the Pennsylvania Motor Vehicle Code that is not considered a Type A violation.

Employees who drive School or use Personal Vehicles to transport students in the course of work are required to notify the Human Resources Administrator of any Type A violation that occurs following approval to drive.

	<p>4. Only employees with a copy of a valid driver's license, valid auto insurance coverage (if using a Personal Vehicle to transport students) and a signed release for Driver Motor Vehicle Check on file in the Human Resources Office may transport district students.</p> <p>The District will obtain a Driver Motor Vehicle Record (MVR) annually for all such drivers before such transport assignment or permission is given. The MVR will be examined to ensure that the operator's license is current and valid and that the driving record is acceptable.</p> <p>5. The Director of Support Services will control the scheduling and authorized driving of all School Vehicles used by maintenance and/or custodial employees.</p> <p>The Coordinator of Athletic Services will be responsible for the scheduling and authorized driving of all School Vehicles (and Personal Vehicles for student transport) used by the District in relation to the transportation needs of athletic events.</p> <p>The Building Principal will be responsible for the scheduling and authorized driving of all School Vehicles (and Personal Vehicles for student transport) used in relation to non-sporting event activities and events.</p> <p>6. The District employee using the School Vehicle is responsible for the safe and lawful operation of the vehicle and will ensure that no damage occurs to the vehicle as the result of abuse or negligence.</p> <p>The School Vehicle must be returned to its appropriate location each night. All doors and windows are to be locked whenever the vehicle is left unattended, including when it is returned for the night. Permission to keep a vehicle overnight must be secured from the Superintendent or designee.</p> <p>The maximum seating capacity for any School Vehicle or Personal Vehicle used shall not exceed the manufacturer's recommendations.</p> <p>The operator shall ensure that there is sufficient fuel to complete the round trip before leaving the district. In the event that the trip requires more than a full tank of fuel, the driver may purchase fuel as needed with personal funds and will be reimbursed via completion of a district Miscellaneous Expense form. Receipts must be turned in with this form.</p> <p><u>Safety</u></p> <p>School employees are the only authorized drivers when transporting students in a School Vehicle, except as provided by the {School Volunteer Driver Policy}.</p> <p>Students are not authorized to operate district-owned vehicles.</p>
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<p>4. Delegation of Responsibility</p>	<p>As a general rule, all students must use district-provided transportation to and from district activities except as provided in the School {Volunteer Driver Policy}.</p> <p>All passengers and drivers must wear seat belts at all times while in a vehicle, if provided. Child safety seats shall be used as required by law.</p> <p>The driver shall abide by all motor vehicle code laws, regulations and guidelines regarding highway safety.</p> <p>All incidents or accidents must be reported to the appropriate administrator immediately.</p> <p><u>Use of Personal Vehicles</u></p> <p>The use of personal vehicles by District employees to transport students to or from district-sponsored events is prohibited, unless the following conditions are met:</p> <ol style="list-style-type: none"> a. Prior approval of a district building principal or the Coordinator of Athletic Services is secured by telephone or in writing. b. Prior approval by the parent/guardian or emergency contact person is secured in writing (when time permits) or verbally (when written permission is unable to be secured due to exigent circumstances). b. The approved driver meets the guidelines in Sections 1 through 4 of this policy. <p>The Superintendent or designee shall be responsible for securing and examining the MVR of each potential employee driver. Records pertaining to this Policy shall be housed in the Human Resources Office.</p> <p>The Director of Support Services shall be responsible for ensuring the compliance with this policy for all employee drivers involved with the driving of School Vehicles for activities related to the work of the district Maintenance and Material Handling activities.</p> <p>The Coordinator of Athletic Services or a designee shall be responsible for ensuring the compliance with this policy for all employee drivers involved with the driving of School Vehicles (or personal vehicles to transport students) for all sports activities.</p> <p>The appropriate building principal shall be responsible for ensuring the compliance with this policy for all employee drivers involved with the driving of School Vehicles (or personal vehicles to transport students) for District activities not covered above.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>
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