

514 Use of District Vehicle

Effective Date: 04/01/2023

Revision Date:

The District provides vehicles for business use to allow staff to drive on District-designated business according to the guidelines below.

1. Prior to driving any district vehicle, staff must complete the following:
 - Automobile Insurance/Driver's License Attestation
 - Driving Record Release of Interest
 - Driving Safety Training video
2. After reviewing the staff member's driving record, Administration will determine if the staff member is eligible to drive a District vehicle.
3. Employees approved to drive on District business are required to inform their supervisor and Human Resources of any changes that may affect either their legal or physical ability to drive or their continued insurability.
4. Staff who drive a vehicle on District business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on District business is strictly prohibited. Staff are responsible for any driving infractions or fines as a result of their driving.
5. Staff must report any accident, theft or malicious damage involving a District vehicle to their supervisor and the Chief Operating Officer or Superintendent/CFO, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 24 hours after the incident. Staff are expected to cooperate fully with authorities in the event of an accident. However, staff should make no voluntary statement other than in reply to questions of investigating officers.
6. Staff are not permitted, under any circumstances, to operate a District vehicle or a personal vehicle for District business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, staff shall not operate any District vehicle at any time or operate any personal vehicle while on District business while using or consuming alcohol, illegal drugs or prescription medications that may

affect their ability to drive. These prohibitions include circumstances in which the staff member is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.