

<b>DESCRIPTOR TERM:</b>  <b>Support Services</b>	<b>Millard District Policy</b> <b>File Code: 3070</b>  <b>Approved: 07-08-21</b>
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### **USE OF DISTRICT OWNED VEHICLES**

1. **Purposes and Uses** - The primary purposes for the purchase and maintenance of district vehicles are: to provide transportation for district staff, driver training and transportation of teachers with special assignments.
  - a. In addition to the foregoing, the vehicles may be used to return sick or injured students to their homes, be used by job coaches to transport special education students in transitional programs to and from their job sites, to transport teachers or other district employees to meetings, workshops and conventions authorized by the superintendent, and for any other official school business, which is deemed necessary and justifiable by administration.
  - b. Under no circumstances will these vehicles be used by any organization, business, or agency, other than the Millard School District.
  - c. Vehicles may be used by approved personnel for extremely limited personal use while carrying out professional responsibilities and assignments. Such use should never detract from or interfere with completion of the professional assignment.
  - d. The use of these vehicles, or private non-commercial vehicles for transportation of students participating in extracurricular activities, should not be considered. Vehicles are not to be used by coaches for scouting purposes.
  - e. Travel in adverse or stormy weather should be discouraged, especially if the trip is to be made in a vehicle other than a school bus or commercial vehicle.
2. **Service, Maintenance and Operation of Vehicles** - These vehicles are additions to the fleet of regular school buses. They will be serviced, maintained and operated with the same facilities, and under the same regulations and policies as district-owned buses. The District Supervisor of Transportation will inspect the vehicles regularly and provide the necessary service and maintenance. Careful records of such service and maintenance will be kept for each vehicle.

3. **Scheduling** - The use of any district vehicle must be prior approved by the principal and the superintendent. However, each secondary principal will have under his direction and control, at least one vehicle for special local in-district travel needs. The keys to these vehicles will be in possession of the principal at all times except when the vehicle is out on a regular scheduled or approved trip.
4. **Drivers** -
  - a. School vehicles should be driven only by drivers approved by the district. The district shall approve as drives only those persons who have driving credentials issued by the State of Utah sufficient to operate the vehicle in the designated application and whose driving record meets district standards. Administrators or supervisors of work assignments which include the use of vehicles shall expressly assign drivers as needed to perform driving assignments.
  - b. Student operation is prohibited – Students, even students with operator licenses sufficient to operate a district vehicle under the laws of the state, shall not operate district vehicles. No student shall be authorized to act as an agent driver for a school district. When students are required to leave their home school campus in order to attend classes or other school related activities, schools are encouraged to provide transportation to and from the classes or activities. In those situations, where students are required to provide their own transportation to classes, this requirement should be included in the course description. Parents and guardians must be informed of this requirement. In these cases, students should be informed that it is their responsibility to arrange for their own transportation. Under no circumstances should teachers or counselors attempt to mandate car pools or other groupings that may imply that the student driver is an agent for the district.
  - c. Disqualification for poor driving record – The district may disqualify an employee from operating district vehicles because of a poor driving record notwithstanding that the employee has state driving credentials in good standing.
  - d. It shall be the responsibility of the driver to insure that the vehicle is serviced and operated in strict compliance with all state and local traffic laws and regulations. Drivers must conform to the statutory or rule requirements and limitations on driving time and on duty time.
  - e. All passengers and the driver of every vehicle, except a school bus, shall use seat belts at all times while in the vehicle. The driver of a school bus shall use a seat belt at all times while operating the vehicle. It is the responsibility of the driver to ensure that this rule is followed.

- f. The driver of any vehicle used to transport students must ensure that all items in the vehicle are properly secured so that they do not come loose in the case of a sudden stop or accident.
5. **Insurance** - These vehicles will operate under the same district liability insurance program which covers school buses. Drivers should protect themselves for their own personal liability with their own individual insurance policies, and it is recommended that students riding these vehicles be covered under the regular student insurance program.