

## District Vehicle Use

District vehicles are available for use upon request of Fleet Maintenance. Requests will be granted based on availability of vehicles, approval by the site administrator and whether the operator has met all requirements. Any person using a vehicle for district purposes must register each school year with the district office for such purposes. Drivers must provide the following: 1) A completed Transportation Application form; 2) A copy of his/her valid driver's license; 3) DMV pull sheet. The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip.

A **Vehicle Use Report and Inspection** form must be completed and submitted to Fleet Maintenance for each trip when using a district vehicle. The operator should record the starting and ending mileage on the form. The condition of district vehicles should be checked by the operator prior to use. Any notable damage or defects should be reported on the vehicle inspection section. Commercial vehicle (van) drivers are required to do a pre-trip inspection and a post-trip inspection as per the California Vehicle code. Commercial vehicle drivers are also required to submit a vehicle condition report at the end of the trip, day or tour of duty.

Using a district vehicle is a privilege. Vehicles should be returned: 1) free from trash and in a clean state; 2) with a full tank of fuel, if applicable; 3) to the location as requested by Fleet Maintenance; 4) at the scheduled time.

### Citations and/or Violations

Employees who receive moving violations issued by a municipal, county, or state law enforcement officer while operating a district vehicle must report the citation to the Superintendent or designee and their immediate supervisor within twenty-four (24) hours. A progressive disciplinary approach will be issued to an employee who receives a moving violation while operating a district vehicle. If more than one active disciplinary action relating to traffic citations is present in the employee's file, disciplinary action may be warranted. If disciplinary action is issued and the citation is later voided in traffic court, the discipline will be voided as well. The Superintendent or designee has the authority to evaluate individual violations and use discretion in deciding what disciplinary action is appropriate under the circumstances.

Any employee found to be operating a motor vehicle for district business with an invalid driver's license or an unsafe driving record in accordance with this policy will immediately cease operating the district vehicle and is subject to disciplinary action. In some circumstances, suspension of driving privileges may be lifted by attendance in and completion of a local remedial driving program.

### Accidents in District Vehicles

If you are involved in an accident in a district vehicle, stop your vehicle at the scene or as close as is safe. Always ensure your safety first. The police must be contacted if there are injuries, if there is a disagreement over the accident, if you damage property other than your own, or if you feel unsafe. If the police are not called to the accident, it is your responsibility to get the other vehicle information, the name and contact information of the other driver, the names and contact information of any witnesses, the name of the other driver's insurance carrier, and a description of the incident. Do not admit responsibility at the scene of the accident. The accident must be reported to the Superintendent's office as soon as possible.

If a determination is made by a law enforcement agency that the accident was avoidable or the employee/volunteer is at fault for an accident which resulted in serious injuries or the major damage to property, further action may be taken. This may include suspension of privileges, disciplinary measures or mandated driver's training courses. Single vehicle accidents involving minimal damage or especially mitigating circumstances may not warrant further action. *rsement.\*\*\**