



810.1. EMPLOYEE ELIGIBILITY TO OPERATE DISTRICT-OWNED  
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Only employees who have been approved by the district are permitted to operate any district owned vehicles. An employee must be at least eighteen (18) years old with a good driving record and a current license (copy provided) to be eligible to drive pickup trucks/light vans and cars. An employee must be at least twenty-five (25) years old with a good driving record and a current license (copy provided) to be eligible to drive school vans and heavier vehicles. A Commercial Driver License (CDL) is required to operate all CDL vehicles (26,000 pound GVW and heavier). On an annual basis all employees who may be required to drive a school vehicle must annually provide the following to the Transportation Coordinator: a copy of a valid driver's license; and, consent for the district to obtain the employee's motor vehicle driving record.

By July 1<sup>st</sup> of each year, the Transportation Coordinator will obtain a list of all district employees whose employment requires them to operate a district-owned vehicle. A Department of Transportation consent form (DL-503 Request for Driver Information) shall be provided to the district administration by the employee on an annual basis, and anytime an employee is involved in a "reportable accident."

As defined by Section 3746 of the Pennsylvania Vehicle Code, a **reportable accident** is an accident that results in personal injury, a death or damage to any vehicle such that the vehicle cannot be driven safely under its own power.

Current Motor Vehicle Records will be reviewed in order for an employee to become an approved driver. This approval must be in place before the employee drives any district vehicle or uses personally-owned vehicles to transport students. The MVR is obtained and reviewed when an employee is first eligible to become a district driver. All MVRs are obtained and reviewed every year, and must remain acceptable for the employee to retain driving authorization. Any time a driver no longer meets the qualifications, s/he will be prohibited from driving a district vehicle until his/her record once again meets the organization driving guidelines.

An employee shall lose eligibility to drive motor vehicles owned by the school district for any of the following four reasons, effective immediately upon the event in question (without regard to when such offense appears on the driving record) and remaining until such time period has elapsed:

1. Three (3) or more reportable accidents within the last three (3) years.
2. Conviction/Guilty plea for one (1) Type A violation within the last three (3) years.
3. A combined total of three (3) reportable accidents or conviction/guilty plea for Type B violations within the last three (3) years.

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<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>A driving record over the last three (3) years that provides a reasonable basis to believe the employee's operation of a district-owned vehicle may present a material risk to students, district property, or to human health and safety (loss of eligibility solely for this reason must be approved by the Superintendent).</p> <p>Designation of Type A and Type B violations are based on a survey of state point systems. Violations receiving the higher number of points are classed as Type A.</p> <p><u>Type A Violations</u></p> <ol style="list-style-type: none"><li>1. Driving under influence of alcohol or controlled substance.</li><li>2. Homicide by vehicle.</li><li>3. Using a motor vehicle for the commission of a felony.</li><li>4. Aggravated assault with a motor vehicle.</li><li>5. Knowingly permitting an unlicensed person to drive.</li><li>6. Reckless driving.</li><li>7. Racing on highways.</li><li>8. Hit and run driving relating to accidents involving death or personal injury.</li></ol> <p><u>Type B Violations</u></p> <p>All moving violations not listed as Type A violations.</p> <p>After an employee has been removed from driving authorization, s/he will need to have three (3) years of driving with no further violations in order to be re-evaluated and possibly reinstated as an authorized driver. If the employee enrolls in and passes a defensive driving course, s/he may be approved to drive in less than three (3) years (if monitored). Each case will be decided on its individual merits by the district.</p> <p>Only employees with the required child abuse clearance certificate, criminal history clearance certificate, copy of FBI fingerprint clearance, copy of Pennsylvania Driver's License and a signed release for Driver Motor Vehicle Check on file may transport district students.</p>
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School vehicle use is restricted solely to district-related activities. Personal use is prohibited under all circumstances.

The Director of Building and Grounds will control the scheduling of all maintenance vehicles and the Transportation Coordinator; will control the scheduling of the district-owned vans. The district employee signing out the 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.

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 maintenance vehicle overnight must be secured from the Director of Building and Grounds. Permission to keep a district van overnight must be secured from the Transportation Coordinator.

The capacity for the maintenance vehicles shall not exceed the manufacturer's load recommendations. The capacity for the district van shall not exceed the manufacturer's seating recommendations.

The operator shall ensure that there is sufficient fuel to complete the round trip before leaving the district. The Director of Buildings and Grounds, or designee, shall be responsible for filling the gas tank prior to the vehicle leaving the district.

The Director of Buildings and Grounds shall be responsible for the maintenance of all district-owned vehicles.

Safety

School employees are the only authorized drivers when transporting students in a district-owned vehicle. Students are not authorized to operate district-owned vehicles.

All passengers and drivers must wear seat belts at all times while in the vehicle. Child safety seats shall be used as required by law.

The driver shall abide by all motor vehicle code laws, regulations and guidelines regarding highway safety.

Hitchhikers are prohibited from organization vehicles.

There is to be no personal use of district vehicles without prior district approval. If such use is approved, it must be kept to an absolute minimum.

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Absolutely no persons except Manheim Central School District students and employees are allowed in district vehicles.

Proper Conduct While Using District-Owned Vans

All passengers on the school district-owned van are required to wear seat belts. Child safety seats shall be used if required by law. The van's driver is responsible for the safe and lawful operation of the van at all times and shall ensure that no damage occurs to the van as a result of abuse or negligence. While traveling to and from extracurricular activities, students will be required to obey all rules pertaining to proper student conduct as if they were in school. Any student who causes damage to the district-owned van will be held personally responsible.

Employees not complying with any of the above procedures will be disciplined according to the following policy:

- 1<sup>st</sup> Offense: Verbal warning.
- 2<sup>nd</sup> Offense: Written warning (copy to employee and copy to personnel file).
- 3<sup>rd</sup> Offense: Disciplinary action, up to and including dismissal.

Steps #1 and #2 may be bypassed with a flagrant violation of any of the regulations. Reinstatement of driving authorization will be re-evaluated and possibly issued by the district.

Emergency Procedures

In the event of an accident, the following steps should be taken:

1. Secure immediate medical attention for injured passengers.
2. Report accident to municipal or state police.
3. Get names, phone numbers and addresses of all witnesses and injured persons, license number of the other vehicle(s), all vehicle information (year, make, model & VIN), names, phone numbers and addresses of driver(s), passenger(s) and owner(s), and insurance carrier information. Note time and place of the accident and the road conditions. Write a brief description of the accident including location of accident.
4. Report the accident immediately to the immediate supervisor, Director of Buildings and Grounds, Transportation Coordinator, and/or a district administrator.

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Drivers will be held responsible for damages caused by negligence.

Requesting Use Of District-Owned Vehicles

Requests for use of the district-owned van will be on a first come, first served basis with student extracurricular travel taking precedence. When there is a conflict, priority will be given to (1) student classroom trips, (2) in-season sports, (3) out-of-season sports, and (4) teacher or support staff professional meetings or conferences. Travel arrangements must be made through the Transportation Coordinator who will maintain a log book of vehicle use. Each request to use a district-owned van for extracurricular travel must be requisitioned by the group's leader (i.e. teacher, coach, band director, etc.), using the existing Field Trip Request Form. The trip must be approved by the Building Administrator similar to requisitioning contractor-owned vehicles. If all district-owned vans are in use on the date travel is requested, alternative arrangements may be made with the district's approved contractors.

Prior to the date of the trip, the driver(s) of the van must deliver a copy of his/her driver's license to the Transportation Coordinator, sign the necessary release form to permit the school district to order a driver history, and certify that the driver will notify the district of any adverse changes to the employee's driving record. Only employees who have met the above criteria will be permitted to drive district-owned vans.

On the date of the trip, the keys to the van and the trip ticket may be picked up from the Transportation Coordinator at the Business Office. Vehicle is to be picked up at the maintenance building.

Prior to departing the maintenance building, the driver should check to make sure the registration card, insurance card, and fuel/procurement card (if provided) are located in the vehicle. The van should be checked for signs of damage as the user group will be responsible for any new damage which is incurred while the van is in use. Each van will be equipped with a fire extinguisher and a first aid kit. The driver of the van should become familiar with where each is located.

If traveling in inclement weather, make sure a snow brush/ice scraper is in the vehicle and there is an adequate supply of windshield wiper fluid. Make sure that the "School Students" signs are visible on the front and rear of vehicle and that "Manheim Central School District" is visible on both sides of the van. State law requires the use of headlights at all times when transporting school students. Check the fuel gauge (which should read full) and the oil gauge prior to departure. If oil or gas is needed, contact the Director of Buildings and Grounds for assistance. Enter the odometer reading on the trip ticket before departing and after returning from your trip.

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In the rare instance that additional oil, fuel, windshield wiper fluid, etc. is needed during a trip and a MCSD fuel card is not available, a personal credit card or cash may be used. When gasoline is purchased, the vehicle should be filled to the nearest gallon making sure that the receipt is properly marked with the vehicle number, the license plate number, the number of gallons purchased, the price per gallon, and the signature of the driver. Submit a Reimbursement Request Form with the receipt attached. The district does not reimburse for sales tax.

The van should be locked at all times when not in use including when the van is returned to the maintenance building or other designated parking area. Never leave keys or valuables in an unattended vehicle. The school district will not be held responsible for personal items lost or stolen.

Cell Phone Use

A driver's first responsibility is the safe operation of the vehicle. The best practice is to avoid the distractions of cell phones while driving. When on the road, drivers shall concentrate on safe and defensive driving and not on making or receiving phone calls, delivery of faxes, using computers, navigation systems, or other distracting influences. If a driver needs to make or receive an emergency phone call s/he shall find a safe place to pull over and make/receive the phone call. Negligent drivers will be held accountable when distracted driving results in the injury or death of others.

Non-Owned Vehicles

Employees who drive their own vehicles for transporting students will be held to the same standards as those who drive district vehicles. The employee's auto insurance is primary. The organization's non-owned auto insurance coverage applies as excess coverage to the employee's own auto policy.

Mechanical Problems

If the driver observes any minor malfunctions or mechanical problems during the trip, those problems should be reported to the Director of Buildings and Grounds. Any major mechanical problems encountered while away from Manheim which could result in further damage to the vehicle should be addressed immediately by taking the van to a reputable dealership in the area where the problem is encountered.

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<p>4. Delegation of Responsibility</p>	<p><u>Trip Return</u></p> <p>Upon returning from a trip, enter the odometer readings on the trip ticket. Check to make sure that the registration card, insurance card, and fuel/procurement card are in the van, the vehicle interior is free of any litter and all personal belongings are removed. As soon as possible, return the key and the trip ticket to the Transportation Coordinator along with any receipts for travel related purchases.</p> <p>The Transportation Coordinator shall be responsible for securing and examining the MVR of each potential employee driver and passing on this information to the appropriate supervisor.</p> <p>The Director of Buildings and Grounds shall be responsible for ensuring the compliance with this policy for all employee drivers involved with the driving of district-owned vehicles for activities related to the work of the district Maintenance Department.</p> <p>The Transportation Coordinator shall be responsible for ensuring the compliance with this policy for all employee drivers involved with the driving of the district-owned vehicles for all extracurricular activities.</p> <p>The building principals, in conjunction with the Transportation Coordinator, shall be responsible for ensuring the compliance with this policy for all employee drivers involved with the driving of the district-owned van for activities not covered above.</p> <p>A written record shall be kept in the Transportation Coordinator's office at the Business Office for the use of the district-owned van. It will be assigned on a first come, first served basis, with the above-stated curricular needs having precedence. The Director of Buildings and Grounds shall be responsible for the assigning of the maintenance vehicles.</p> <p><b>Procedures –</b></p> <ol style="list-style-type: none"><li>1. Fill out a field trip request form with all of the required information.</li><li>2. Send it to the building principal for review and approval.</li><li>3. When approved, send it to the Transportation Coordinator for scheduling and confirmation.</li><li>4. Upon receipt of the field trip request form, the Transportation Coordinator will schedule the van, send a confirmation to the building principal and the requesting individual, and retain the original request form.</li></ol>
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5. The appropriate keys and a trip ticket will be made available to the requesting individual the day of the event, time permitting. If the departure is early in the morning, the keys will be available late afternoon of the day before the scheduled event.

Failure of any school district employee to follow the above-listed requirements and procedures could result in their driving privileges being suspended or revoked on behalf of the Manheim Central School District.

Employees whose job duties include operating motor vehicles owned by the school district shall be responsible to report promptly to the Supervisor of Building and Grounds their involvement in any reportable accident or any Type A or B moving violation. Failure to report will result in an immediate loss of eligibility to drive motor vehicles owned by the school district and possible disciplinary action up to and including termination of employment.

References:

School Code – 24 P.S. Sec. 111, 1331, 1361, 1362, 1365, 1366, 1374, 2541, 2542

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 15.1 et seq., 23.1, 23.2, 23.3, 23.4, 23.6

State Department of Transportation Regulations – 67 PA Code Sec. 212.101, 447.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Diesel-Powered Motor Vehicle Idling Act – 35 P.S. Sec. 4601 et seq.

Transportation of Individuals with Disabilities, Title 49, Code of Federal Regulations – 49 CFR Part 37, Part 38

Board Policy – 103, 121, 504, 517