

SCHOOL OWNED VEHICLES

RSU 26 at times will own vehicles for the purposes of transportation of people. These vehicles will be used in accordance with this policy.

I. Who may drive

- A. Only employees of the district may drive a school-owned vehicle unless the driver is a volunteer approved under policy IJOC and advance permission has been received from the superintendent or designee. Volunteers must still meet all other conditions of this policy.
- B. Only drivers who have filled out a form maintained by the superintendent or designee that clearly establishes that the driver has a current drivers license from a US state and has current auto insurance on a vehicle of their own will be allowed to drive a school-owned vehicle. The district will run a national driving record check. People with past offenses such as vehicular manslaughter, driving to endanger, criminal speeding, operating with a suspended license, an OUI within the last five years, or more than one at fault accident in the last five years will not be allowed to drive a school owned vehicle. Other moving violations may prevent driving a school-owned vehicle at the discretion of the superintendent based on recency, frequency and severity of incidents.
- C. A driver must have held a driver's license for at least two years in order to be allowed to drive a school-owned vehicle
- D. A driver must have received written permission in advance from the Superintendent or Designee specifying purpose, date, time, destination and nature of occupants to use a school-owned vehicle
- E. The district reserves the right to disqualify any driver from the right to drive a school-owned vehicle notwithstanding the employee may have valid driving credentials from the state.

II. Allowed Purposes

- A. School-owned vehicles may be used for purposes including:
 1. transportation of students and staff to educational activities
 2. transportation of students and staff to co/extra-curricular events
 3. transportation of staff to professional development and training.
 4. Delivery or pick-up of school related supplies, equipmentOther uses will require specific approval in advance from the Superintendent (not a designee)
- B. Although the vehicle may not be used for personal use (except normal obtainment of meals, lodging and personal maintenance while on an approved trip), the vehicle may be taken to the employee's home the night before for trips leaving before 8AM and may also be parked overnight at the employee's home for return in the morning for trips that return after 8PM.

III. Operations

- A. Drivers must operate school-owned vehicles in accordance with all applicable laws. Any tickets or fines for violation of laws must be reported promptly to the Transportation Director and will be the responsibility of the driver to settle and pay.
 - B. Drivers may not use tobacco products in the vehicle.
 - C. Drivers may not use personal communication devices unless the transmission is in park and the engine is turned off
 - D. Drivers may not use alcohol or narcotic drugs while operating and for at least four hours prior to operating a school-owned vehicle. Medically prescribed drugs that are labelled to cause drowsiness or other risks while driving may be allowed with advance approval from Superintendent
 - E. Vehicle must remain within New England and the New York City metropolitan area unless advance approval has been obtained in writing from the Superintendent (not a designee)
 - F. Drivers will fill out a form at time of obtaining the key showing mileage at start of the trip, dates and times of travel, occupants of vehicle and destination and update the form with end mileage when returning the key. For frequently repeated trips a weekly version of the form can be used.
 - G. Drivers must keep receipts for all gas, toll and other maintenance costs while on the trip and present them for reimbursement. Employees must notify the transportation director if the car is returned with less than $\frac{1}{4}$ a tank of gas. If maintenance costing more than \$250 is needed while on a trip, then advance permission from the Transportation Director (or if unavailable, Building Principal or Superintendent) must be obtained.
 - H. The transportation director will keep an “accident packet” in the glove compartment of the vehicle containing district insurance information and instructions on what to do in the case of an accident including the advice to exchange insurance information and to not admit liability. If the car is involved in an accident, the driver will follow the directions and promptly report the accident to the Transportation Director.
 - I. The driver shall ensure that all passengers (including the driver) are wearing their seat belts at all times the car is in motion
 - J. No person shall drive for more than 8 hours in one 24 hour period starting at the start of driving..
- IV. Maintenance of vehicles
- A. The Transportation Director or designee will ensure the vehicles receive needed maintenance
 - B. The Transportation Director or designee will ensure the vehicles are insured in compliance with state law and listed with the district’s liability insurance if needed.
 - C. The Transportation Director will ensure the vehicles are registered with the state and display a valid inspection sticker at all times
 - D. The Transportation Director will ensure that proof of registration, proof of insurance, and instructions in case of an accident are kept in the glove compartment at all times.
 - E. The Transportation Director will ensure all school-owned vehicles will be clearly marked with a decal or magnetic sign stating “RSU 26 Schools - Orono, ME” in large letters. This may not be removed by a driver or passenger.

V. High-Occupancy Vehicles

- A. Vehicles that hold 8 or more total passengers (including the driver) or weighing more than 2.5 tons will be considered a High-Occupancy Vehicle. An employee must take a defensive driving course specified by the Superintendent or Designee and satisfactorily complete an in-vehicle driving session with the Transportation Director or designee to use a high-occupancy vehicle.

Cross Reference: EEBB - Transportation of Students
Adopted: April 6, 2021