

# Calaveras Unified School District

In conjunction with



## **Transportation Policy**

The Transportation Policy is designed to protect drivers, passengers, bystanders, vehicles and property when activities require transportation.

Members of the Tuolumne JPA engage in many activities requiring transportation to other locations. To accomplish this transport safely, the member districts own and maintain a fleet of vehicles of various types, frequently rents or charters other vehicles, and allows employees to be reimbursed for the use of their personal vehicles. Because of the significant hazards such transportation activities represent, the following procedures have been instituted to protect both persons and property from harm during such usage and to provide equitable usage of the fleet. This policy is in addition to the requirements noted in the California Commercial Driver Handbook. Individual districts may establish more, but not less, restrictive transportation policies for their own district.

**Tuolumne JPA Board approved: April 10, 2014**

## Transportation Policy (cont.)

### I. Vehicles

#### A. Types of vehicles – The District may own or lease several types of vehicles:

1. These vehicles are described as light trucks, sedans or minivans.

2. These vehicles are designed primarily for cargo, non passengers, whose driver does not need a Commercial Driver's License. These vehicles are designed to carry cargo and are typically larger, heavier, and more unstable than light trucks, sedans or minivans with a wider turning radius and lengthier stopping distances required when loaded.

3. These vehicles are designed and manufactured to carry seven (7) passengers plus the driver, but whose driver is not required to have a Commercial Driver's License. These vehicles also are larger, heavier, and more unstable than other vehicles, with a wider turning radius and lengthier stopping distances required when loaded. The performance characteristics of these types of vehicles require more driver skill and training.

4. These vehicles are large trucks, buses, etc., or have passenger accommodations for sixteen (16) or more persons and require the driver to have a Commercial Driver's License.

#### 5. *Personal vehicles*

Employees may operate their personal vehicles for school purposes and submit mileage for reimbursement. Such reimbursement is intended to cover the cost of gas, wear and tear, insurance, and deductibles for the vehicle. Any accident will be filed under the employee's auto insurance with the school's liability policy acting as secondary coverage. Therefore, all Transportation Policy restrictions apply while on school business.

#### 6. *Non-licensed vehicles*

Vehicles that are not licensed for road use may not be driven on public roads. All Transportation Policy restrictions apply as appropriate.

#### B. Vehicle Acquisitions & Long-Term Leases

1. The District Office must approve and transact any purchases or long-term leases of new or used vehicles. Without the approval of the District Office, the school's insurance coverage will not be extended to such vehicles regardless of whether the driver is an authorized district driver.

2. All vehicles considered for purchase are evaluated for environmental impact.

## Transportation Policy (cont.)

3. Safety features are given as much consideration as cost in the new and used vehicle purchasing process. The need for features such as air bags, backup mirrors, backup alarms, backup distance sensors, automatic headlight-ignition connections and anti-lock brakes will be evaluated on a vehicle-by-vehicle basis.

### C. Vehicle Administration

1. The District Office maintains a centralized list of all vehicles owned by the District. This master list shall be updated as necessary, and shall include at least the following information:

- Vehicle Type
- Vehicle Year
- Vehicle Make
- Vehicle Model
- Vehicle Identification Number (VIN)
- Vehicle License Number
- District ID #

## II. Driver Qualifications and Training Policy

The vast majority of personal injuries, deaths, and property damages from motor vehicle collisions are directly attributable to driver error. Operating a District vehicle is a privilege bearing heavy responsibility, particularly when passengers are involved. For this reason, the District reserves the right to be highly selective in approving drivers to operate District vehicles. Non-employees of the District are NOT permitted to drive District vehicles with the exception of volunteers who are 1) donating their time to drive for District activities and 2) whose driving records have been reviewed and approved by the District Office. All drivers of District owned or rented vehicles will be qualified in the following ways:

### A. Driving Qualifications

All individuals seeking approval to operate a District vehicle shall:

1. Be currently employed by the District, or volunteers designated and approved by the District.
2. Be able to produce a valid domestic driver's license, be at least 21 years of age and have at least three (3) years of driving experience in the United States.
3. Complete the "Request for Approval Driver Status Form" (Exhibit A) and deliver it in person to the District Office where staff will photocopy the license described in item #2 above. For consideration to operate District vehicles this documentation must be delivered to the District Office at least one week prior to

## Transportation Policy (cont.)

driving a District vehicle. The signed request authorizes the District to obtain a Motor Vehicle Record (MVR) on the applicant and attests that the applicant has read the Transportation Policy. If the MVR is unsatisfactory, the District Office will advise the applicant that they are NOT approved to drive.

### B. Driving Disqualification

Driving privileges will not be granted to individuals whose history in the most recent three years includes one or more of the following moving violation convictions:

1. Hit and run or failure to report an accident within the past 5 years
2. Negligent homicide arising out of the use of a motor vehicle
3. Operating during a period of suspension or revocation during past 5 years
4. Using a motor vehicle for the commission of a felony during any time period
5. Operating a motor vehicle without the owner's authority during the past 5 yrs
6. Permitting an unlicensed person to drive
7. Reckless driving during the past five years
8. Three or more speeding tickets during the last three years
9. Speed in excess of 25 mph over the posted limit during the last 3 years
10. Two preventable accidents in a 12-month period during the last 3 years

## OR

**The driver has been cited for driving while under the influence of alcohol or drugs (DWI/DUI) or possession of illegal substances or weapons within the past five years.**

Driving privileges will also be revoked if:

1. The approved driver uses a district vehicle on personal business not approved by the Transportation Department.
2. The approved driver loans a District vehicle to any other individual. If additional drivers will be operating the vehicle, all drivers must be listed on the reservation and listed on the approved driver list.

### C. Driver Training

#### 1. *Basic training*

All licensed drivers are expected to be familiar with the operation of a motor vehicle and motor vehicle law.

#### 2. *Remedial training*

All employees who are involved in an incident determined to be preventable or who incur additional infraction on their driving record may be required to take remedial training. The successful completion of this course does not guarantee reinstatement of driving privileges.

## Transportation Policy (cont.)

### 3. *Specialized training*

Specialized training is required for operators of unusual vehicles, those transporting particularly hazardous cargo, or those encountering special hazards on particular routes, etc. as determined by the Transportation Director.

*NOTE:* The Transportation Director reserves the right to deny or revoke an individual's driving privileges should that individual exhibit poor judgment of any kind while driving District vehicles. The determination of the privilege to drive a District vehicle is at the discretion of the District Office. There is no appeal process.

## III. Vehicle Usage and Reservations Policy

### A. Vehicle Availability

District owned or short-term rental vehicles are available for use by District Departments upon request for domestic travel. District vehicles are not available for personal use.

### B. Personal Vehicle Use

1. *Reimbursable Use* – Personal vehicles are not considered part of the District fleet. However, Business travel by employees (full-time or part-time) of the District using personal vehicles will be reimbursed for mileage incurred. The mileage rate includes reimbursement for fuel, wear & tear, depreciation, and insurance. Therefore, if an accident occurs, the employee's insurance provides the coverage and the employee is responsible for any deductible. The District's insurance will provide secondary liability coverage only. Since the District's policy could be called upon for coverage, all Transportation Policy regulations and restrictions apply while on District business.

2. Persons driving their own vehicles must complete a use of private vehicle request form and ***provide proof of insurance*** prior to driving their vehicle.

### C. Usage Costs

1. *Violations* – All parking violations, moving violations or other traffic tickets or fines are the responsibility of the driver. Drivers must notify the District of any traffic violations or accidents immediately upon return to the campus.

## IV. Trip and Route Safety Policy

### A. General Regulations

1. *Locales:* Vehicles may NOT be operated outside the United States. The District's insurance only provides coverage for domestic travel. Vehicles may only be driven on designated roads and may not be operated off-road.

## Transportation Policy (cont.)

**2. Cell phones:** For safety purposes, employees and/or volunteers shall not use cell phones, hands-free or otherwise while driving a District vehicle or personal car, employees and/or volunteers shall safely pull off the road and/or access nearby legal parking. Drivers shall not compose, send or read any electronic message while driving on District business.

**3. Passengers:** Only District employees, students, and volunteers may be transported in vehicles owned or rented by the District. **Family and friends who do not fall in these categories may not be transported.** No drivers shall transport more passengers in a vehicle than the vehicle is designed to transport.

**4. Seatbelt Usage:** All occupants of the vehicle must use the restraints as they were designed to be used at all times when the vehicle is in operation. Drivers shall not begin operation of the vehicle until all passengers have complied. Passengers must not remove their seat belts during travel. If a driver becomes aware of passengers who refuse to use the provided restraints properly, the driver may refuse that person further passage, unless such refusal would endanger their safety. An exception to this policy is granted if an occupant presents a physician's statement stating that compliance is not possible or would be harmful to that person (e.g., a medical device that would be compromised by a shoulder belt). The physician's statement shall define its effective period.

**5. Front Passenger Seat:** On any trip with passengers, drivers should make sure that the front passenger seat is occupied and that the person sitting in this seat remains awake. Drivers should remind this passenger that it is his/her responsibility to help the driver stay alert and to assist with directions and maps. A driver going off duty should not become the navigator unless there is no other passenger who can serve as navigator. This is encouraged but not mandatory.

**6. Trailers:** Approval to pull trailers must be obtained from the Transportation Director based on training specific to the impact of such trailers on vehicle handling.

**7. Speed Limit:** All posted speed limits must be followed and adjusted for prevailing weather conditions, vehicle (and trailer, if applicable) response to such conditions, and familiarity with the route. At no time should district or rental vehicle be driven at a speed greater than 65 miles per hour.

**8. Modifications:** No modifications to vehicles (ski or bike racks, antennae, stickers, signs, tow hitches, seat removal, etc.) may be made except by the Transportation Department.

**9. Smoking:** Smoking and/or nicotine delivery system in District vehicles or rental vehicles is prohibited.

## Transportation Policy (cont.)

- 10. Radar detectors:** The use of radar, laser or other speed monitoring detection systems is prohibited.
- 11. CB and portable radios:** If passengers are present, they and NOT the driver should operate any CB or portable radios used.
- 12. Medications:** No drivers, before or during trips, will use alcohol, medications, or drugs whether taken with or without a prescription that may cause drowsiness or other physical or mental impairment.
- 13. Hitchhikers:** Picking up hitchhikers is prohibited.
- 14. Loads:** Hauling loads is prohibited, unless the vehicle is specifically designed for such loads. Examples of potentially damaging loads include firewood, sod, lumber or gravel. If bulky, awkward or hazardous cargo must be hauled, drivers must consult with the Transportation Director to ensure cargo will be properly stowed and hauled.

### B. Weather Conditions

Drivers of student trips are responsible to obtain weather information before and during daily travel to determine if road or weather conditions present hazards along their planned travel route. If District vehicles are already on the road and weather conditions become hazardous, the driver must stop the trip, delay or cancel travel planned for that day, and ensure the safety of all passengers. At all times the Transportation Director in consultation with the Superintendent, retains the right to immediately restrict all local travel as are deemed necessary, including rental or charter vehicles, in case of inclement weather or safety hazards.

### C. Backing Up

The vast majority of all vehicle collisions occur while the driver is backing up. In order to prevent losses from vehicles operating in reverse:

1. Drivers will always enter the driver's door only after walking around the rear of the vehicle to note potential obstacles and the distance to them.
2. If a driver is backing into a space and
  - a. The driver is not accompanied by passengers and is planning to back into a tight space and safety permits; he/she must stop the vehicle and walk around it to observe obstacles and distances before backing into the space.
  - b. The driver is accompanied by passengers; one passenger must disembark and direct the driver during backing operations if it is safe to do so.

## Transportation Policy (cont.)

### D. Driver Inspections

#### 1. *Pre-trip inspections*

Drivers should not operate a vehicle until they complete a visual pre-trip inspection, including a dent and damage check. Drivers should be satisfied that all necessary parts and components are in good working order. Problems should be reported before departure.

#### 2. *Post-trip inspections*

Drivers will conduct post-trip inspections after trips. Unusual noises, awkward operation, or other problems should be reported.

## V. Incidents and Reporting Policy

“Incidents” are events that result in personal injury or in damage to vehicles or property. If the incident occurs on District property, contact the District office to file a report. If the incident occurs off campus, contact the local police to file a report. Also file a Bus/Vehicle accident report (located in the green folder in the glove compartment) with the District office as soon as possible.

### A. Post-Incident Procedures

Failure to report collisions or damage to vehicles will result in loss of driving privileges. In the event of an incident, report the incident to the District Office on the forms supplied.

### B. Incident investigations

Representatives from the District Office and the Transportation Director will review all incidents.

1. All incidents will be designated as either “preventable” or “non-preventable” by actions of the District vehicle driver. The following are some of the criteria constituting “preventable” actions by the driver:

- Failure to adjust speed to conditions of light, weather, road, or traffic
- Failure to note dashboard warning lights that result in mechanical difficulties
- Failure to recognize and adjust to driver’s own temporary physical, mental or emotional condition
- Failure to adjust to clearance at top, sides, front or rear of vehicle
- Failure to observe conditions at rear of vehicle while backing
- Failure to yield right of way when necessary to avoid a collision
- Failure to control speed to be able to stop within assured clear distance ahead
- Failure to observe traffic laws and ordinances
- Failure to observe the Districts Transportation Policy

2. If an incident is determined to have been preventable, the following actions will be taken if the driver involved is:
  - a) An employee whose job does not require regular driving – the driver will be given a written warning and be required to attend a Driver Safety training session as appropriate. Two preventable collisions within a five year period will result in the revocation of his/her driving approval.



## Transportation Policy (cont.)

b) An employee whose job requires regular driving – the driver will be given a written warning and be required to attend a Driver Safety training session as appropriate. If a driver has two preventable collisions within a one-year period, or three preventable collisions in a two-year period, Human Resources will work in conjunction with the Transportation Director to determine appropriate consequences.

## VI. Maintenance

### A. Required safety equipment

Vehicles will contain safety equipment required by law.

### B. Records maintenance

1. Driver Records – The District Office will be responsible for maintaining driver records. A file will be kept current for each individual, to whom driving privileges are granted, containing:
  - His or her completed Approved Driver Status Request form
  - A photocopy of his or her valid driver's license
  - Current annual Motor Vehicle Record/Driver record information
  - Incident reports, if any
  - Complaints received about his or her driving, if any
  - Records of training received
2. Maintenance records – Transportation Directors will be responsible for maintaining vehicle records. Written records of maintenance and inspection records shall be kept in a separate file for each vehicle. Records will include:
  - Vehicle year, make, model, and identification number (VIN)
  - District vehicle inventory number
  - Tire size, ply, type, serial number (if applicable), date of purchase, and mileage of vehicle when installed
  - Special equipment or component parts involved
  - For each inspection: items inspected, repairs made, date completed, mileage, and name of inspecting mechanic as well as the date/mileage for the next scheduled inspection
  - Dates preventative maintenance was preformed – to include the garage providing the maintenance
  - The date and nature of any other service preformed as well as the garage where the service was preformed

### C. Service, Inspections, and Repairs

1. All maintenance and service for District owned vehicles will be coordinated by the Transportation Director. Vehicles will be serviced and inspected according to the District vehicle checklist for preventive maintenance, depending on usage. The Transportation Director will remove a vehicle from operation if repairs are necessary.

## VII. Policy Enforcement

The Transportation Director in conjunction with the District Office will oversee the Transportation program. Specific policies will be re-examined as needed and revised as appropriate. Revised current copies of these policies will be made available to all departments.

A. Usage Records –

1. The Transportation Director is responsible for enforcing the following policies:
  - Verifying that drivers are authorized to operate District vehicles

B. Driving Records – The Transportation Director and District Office are responsible for enforcing the following policies:

- Collecting properly completed request for approved driver status forms
- Conducting Motor Vehicle Record (MVR) checks
- Reviewing MVRs and informing applicants if driving privileges are withheld or revoked
- Maintaining the authorized driver list on a shared computer drive accessible by the Transportation Director and District Staff

C. Incident reports – The District Office is responsible for the following:

- Collecting all information pertaining to an incident
- Filing insurance claims when appropriate
- Monitoring incident reports for similarities and coordinating with the Transportation Director to provide any necessary training

D. Training Records – The District Office and or Transportation Director is responsible for the following:

- Providing Large Vehicle Training as needed
- Providing training for operation of vehicles with trailers
- Recommending other training as needed

E. Vehicle Records – Transportation Director is responsible for the following:

- Maintaining vehicle service records
- Maintaining vehicle inspection records

**I have received, read, understand and will adhere to the Calaveras Unified School District/Tuolumne JPA Transportation Policy.**

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**Signature**

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**Date**

Transportation Policy (cont.)

**Calaveras Unified School District**  
**Request for Approved Driver Status for CUSD Vehicle Use**

This form should be properly completed and signed as appropriate. Submission to the District Office must be made at least one week prior to driving a District vehicle.

In connection with my application for Approved Driver status with Calaveras Unified School District, I understand that prior to or at any time after my acceptance as an Approved Driver, a Motor Vehicle report may be requested from the public records to the extent permitted by law from various local, state and federal agencies.

**I VOLUNTARILY AND KNOWINGLY AUTHORIZE ANY LAW ENFORCEMENT AGENCY, STATE AGENCY, LOCAL AGENCY, FEDERAL AGENCY, AND/OR OTHER PERSONS TO GIVE RECORDS OR INFORMATION THEY MAY HAVE CONCERNING MY MOTOR VEHICLE HISTORY.**

I understand that I have the right to request a complete and accurate disclosure of the nature and scope of the investigation requested. Further, I am entitled to know if my application for Approved Driver is denied because of information obtained. If so, I will be so advised and be given the name and address of the agency, a statement that the action was based in whole or in part on information contained in the report and written notice that I have the right to dispute the accuracy or completeness of any information in the Motor Vehicle report furnished. I understand that upon my written request with reasonable notice Calaveras Unified School District will supply me with a copy of the Motor Vehicle Report as permitted by law.

I understand that I must authorize procurement of such report(s). A photographic or faxed copy of the Notification and Release Authorization shall be as valid as the original. In addition, my signature acknowledges that I have read and understand Calaveras Unified School District's Transportation Policy.

\_\_\_\_\_  
Applicant's Signature                      Date                      Event

PLEASE PRINT OR TYPE THE INFORMATION REQUESTED BELOW:

Name (as it appears on your license): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

License Expiration Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driving privileges will not be granted to individuals whose driving record indicates one or more of the items noted below:

Three or more speeding tickets during the past three years  
Speed in excess of 25 mph over the posted limit during the past three years  
Two preventable accidents in a 12 month period during the past three years  
Operating during a period of suspension or revocation during the past five years  
Operating a motor vehicle without the owner's authority during the past five years  
Reckless driving during the past five years  
Failure to report an accident or a hit and run accident during the past five years  
Negligent homicide arising out of the use of a motor vehicle  
Cited for driving while under the influence of alcohol or drugs (DWI/DUI) during the past five years  
Permitting an unlicensed person to drive  
Using a motor vehicle for the commission of a felony during any time period  
Possession of illegal substances or illegally possessing any weapon(s) within the past five years

**DISTRICT OFFICE USE ONLY:**

Authorized [    ]                      NOT Authorized [    ]