

EMPLOYEE'S GUIDE TO DISTRICT VEHICLES

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Transportation

Employees Guide to District Vehicles

PRINCIPLE STATEMENT

This guide is a summary of basic principles. It does not include all the rules for every situation. Its contents have to be viewed within the framework of the requirements of the law, District policies, practices, and instructions.

The absence of a specific District practice or instruction covering a particular situation does not relieve an employee from acting lawfully and exercising the highest ethical standards.

If you have any questions as to what the proper course of conduct should be while in or while engaged in the operating of a District vehicle, consult your supervisor or the Transportation Department.

Violations or suspected violations of any guidelines or principles contained in this guide or of any District rules, policies and practices, should be promptly reported to your supervisor. Violations can result in disciplinary action up to and including dismissal and criminal prosecution.

Any reprisal against an employee because the employee, in good faith, reported a violation or suspected violation is strictly forbidden.

PERSONAL CONDUCT

Activities prohibited either by District policies, law and vehicle recommendations include but are not limited to the following:

- Operating a District vehicle without a valid license or while driving privileges are revoked or suspended by the District.
- Displays of “road rage,” anger, gestures, or rudeness while operating a vehicle.
- Possession or use of firearms or weapons of any type.
- Use, possession, sale, manufacture, purchase or transfer of illegal or controlled substances.
- Consuming intoxicating or controlled substances while driving or as a passenger in a District vehicle or consuming or being under the influence of such substances during working hours if operating a vehicle during that time.
This includes prescription drugs that are given pursuant to a doctor’s prescription that carry warnings as to the operation of motor vehicles.
- Picking up or transporting unauthorized passengers.
- Using a vehicle or its associated equipment in a manner for which it was not designed.

District vehicles must be operated and maintained in a manner that reflects the District as a good citizen. Therefore, while operating a District vehicle, conduct that reflects badly on the District will not be tolerated and may lead to disciplinary action up to and including termination.

The driver is responsible to follow all local traffic regulations, warning signs and markings, and posted speed limits.

Smoking will not be permitted in a District vehicle. Seatbelts Must be worn while vehicle is in operation at all times.

Before using your wireless telephone familiarize yourself with any local regulations concerning the use of a wireless telephone.

ENVIRONMENTAL ISSUES

Smoking near a fueling system is strictly prohibited.

We are committed to the protection of our environment and the safety of the community. Prompt action must be taken if you have a problem at the District fueling facility.

If you observe a fuel spill or leak, immediately notify the Supervisor.

Report any defective fuel dispensing equipment leaks or spills promptly to Transportation.

Never take any action that would make any safety feature of a fueling system inoperable.

Tampering with fuel or other safety systems is against the law and will not be tolerated.

Never leave the fueling system unattended while in operation and never block open the dispensing nozzle. During fueling, the vehicle ignition and auxiliary engines should be off.

All fuel usage must be documented according to Transportation guidelines.

ENERGY ISSUES

We are dedicated to a comprehensive and effective energy conservation program. All employees are expected to support this program.

While operating District vehicles, the driver shall follow the known practices of energy conservation. These include, and are not limited to, minimum idling of engines, use of proper fuel, smooth starts from the stopped position, proper tire inflation, obeying posted speed limits.

The driver of a District vehicle is responsible for ensuring it is in good and safe operating condition. Promptly refer vehicle defects to the Transportation Department for proper maintenance.

DRIVER PERMITS

An employee must have a valid state operator's license issued by the state, commonwealth or jurisdiction in which they reside and of the proper type to operate any District or commercial vehicle.

All employees who operate a District school bus must have successfully completed the required CDL Licensing for School Bus, TEAC course and "On-Road Observation" before operating a school bus carrying students.

For other District vehicles, Driver Safety Course and received the "On-Road Observation" before operating a vehicle.

All District employees who operate a District vehicle will submit to a Driver's license background investigation and random drug testing.

FINES AND PENALTIES

The District will not pay any fines or tickets levied against drivers for the violation of any laws or ordinances, including but not limited to speeding tickets or parking violations. The employee who is responsible for the District vehicle and who is permitted to use such vehicle

is liable for all fines, penalties or other levies. This includes parking tickets issued on a District vehicle while the vehicle is under the control of the employee.

GENERAL INFORMATION

Each District vehicle will be equipped with an *Emergency Automotive Assistance* Packet located in the glove compartment or other storage compartment in the vehicle.

It includes the Drivers Report – Motor Vehicle Collision Form, Report of Motor Vehicle Accident Form and emergency roadside assistance numbers.

If the vehicle does not contain an Emergency Automotive Assistance Packet please notify the Transportation Department

AUTHORIZED USE OF DISTRICT VEHICLES

Only authorized employees of the District are permitted to operate or use District vehicles. Non-employees can operate or occupy District vehicles if under contract to provide vehicle related services, e.g., vehicle delivery, repairs, disposal, etc Non-employees may be transported in District vehicles when in connection with the job.

Family members are not authorized to operate or occupy District vehicles unless they are associated with an official District sponsored event requiring the attendance of a family member.

District vehicles may only be used for District business. Personal use or detours using a District vehicle (use of a District vehicle during working hours for non-District use) may be grounds for disciplinary action, up to and including termination.

SAFEGUARDING DISTRICT VEHICLES

An employee authorized to use a District vehicle is responsible for the protection of the vehicle being used including the contents of the vehicle, whether such contents are of a business or personal nature.

District vehicles and their compartments are to be locked when not in use unless parked in the District lot. Keys must be removed whenever the vehicle is not in use and all windows closed.

INSURANCE

All employees with a valid driver's license are covered for both accidental death benefits and medical expense benefits under Accident Insurance Policy and Workmen's Compensation Insurance while traveling on authorized District business.

VEHICLE MARKINGS

District vehicles used by all will be identified by District logo and District vehicle number consistent with the Identification Program. All non-essential or personal decals/stickers/bumper-stickers are prohibited.

However, decals required by law are permitted on the vehicle. In accordance with the Vehicle Policy, requests for exception to the above standards must be approved by the Transportation Department.

PARKING LOCATIONS

District vehicles are to be parked at their assigned parking location.

TRANSPORTATION

Transportation is responsible for the design, procurement, assignment, maintenance and disposal of District Vehicles and is responsible for the issuance of all instructions concerning such District vehicles.

Transportation is responsible for ensuring that District vehicles are in compliance with all Federal, State and Local regulations and, Transportation has overall responsibility for the cost effectiveness.

EMPLOYEE OBLIGATIONS/CARE & MAINTENANCE

Drivers must familiarize themselves with the information contained in the owner's manual found in each District vehicle.

Drivers are responsible for promptly reporting any vehicle deficiency that comes to the driver's attention.

The Transportation Department is available for your assistance during normal working hours and in emergency situations. Check wiper blades, signal bulbs, and headlamps and report any deficiencies to Transportation.

ACCIDENTS/DISTRICT VEHICLES

It is the driver's responsibility to complete and file any state and local motor vehicle reports concerning a vehicle accident.

The basic procedures for vehicle accident reporting are outlined below.

In the event of an accident the driver must **immediately**:

- (1) Take precautions to protect the scene of the accident from further accidents.
- (2) Contact the police and other necessary emergency personnel as required.
- (3) Contact Transportation Representative.
- (4) Collect other party's driver's license number and insurance information.
- (5) Give identifying information to the other party(s) involved.
- (6) Make no comments expressing or implying responsibility for the accident.
- (7) Answer police questions.
- (8) Complete the Driver's Report – Motor Vehicle Collision in the Emergency Automotive Assistance Packet located in the glove compartment of the District vehicle.
- (9) Submit to Drug & Alcohol Screening

Incidents while driving a District vehicle will be dealt with in the following manner:

First chargeable incident:

Driver must complete prescribed driver's safety course

Second chargeable incident:

Driver will complete prescribed driver's safety course and have (3) documented driver evaluations by driver evaluators within 30 days.

Third and Subsequent chargeable incident:

Possible driver termination