

School Owned Vehicles (Including Use of Seat Belts)

The District recognizes the need to provide transportation to designated District Office administrators and the staff of the Eagle County School District under certain circumstances. The geography of the District requires travel that would not normally be expected of an employee in a typical school district.

Decisions made regarding the use of District vehicles should be based upon (1) cost effectiveness and (2) effective use of a staff member's time. In most cases, it will be more cost effective for the District to provide certain staff members with a vehicle for transportation. When that it is not possible, mileage should be paid for the number of miles driven in a personal vehicle while on official school business during the regular school day or while on official school business that is approved by the supervisor(s) if the hours are not within the school day.

REGULATIONS:

1. **Driver Qualifications:** The use of District vehicles by employees is a privilege that requires the employee's utmost respect and courtesy while driving. All laws governing motor vehicles must be adhered to at all times. No District vehicle shall be operated by a driver who is under the influence of drugs, alcohol, or controlled substances.

Persons driving a District vehicle must be 18 years of age or older and must possess a valid Colorado driver's license. In addition, employees are required to be properly licensed for the type of vehicle they will be driving and/or must meet state requirements for operating that vehicle.

2. Employees shall be required to give permission to the Director of Transportation to obtain a current motor vehicle report that lists any outstanding license violations. Those employees who have outstanding violations will have School District vehicle-driving privileges suspended until the violation(s) is/are resolved.
3. All costs for traffic violations incurred through the use of a District-owned vehicle will be the financial responsibility of the employee.
4. Specialized training will be provided regarding the operation of a District vehicle if deemed necessary by the employer.
5. If, in the opinion of the Superintendent, an employee does not comply with rules governing highways and the safety of the vehicle and/or passengers, the employee's privilege regarding future use of a District vehicle may be removed.
6. The use of a District vehicle by the Superintendent will be governed by the Superintendent's contract.

7. The use of a District vehicle by the Assistant Superintendent will be governed by the contract of the Assistant Superintendent.
8. Use of District vehicles or mileage reimbursements will not be allowed for employees going to and from their normal place of work.
9. The number one priority for a District-owned vehicle will be out-of-district travel by a District employee. The second priority will be in-district travel by an employee.
10. The Superintendent (*or his/her designee*) will have the authority to allow District employees use of District vehicles outside of these policy guidelines on a short-term basis. Three or fewer occasions per month shall be considered as short term.
11. All vehicles will be housed at either the East or West Bus Barn when not in official use. However, in an emergency situation, the employee's supervisor may grant an employee the option of housing a vehicle outside of these guidelines.
12. Members of the Board of Education will have the use of District vehicles while participating in activities related to their role as a Board member when a vehicle is available. Board members may make arrangements for securing a vehicle by contacting the office of the Director of Transportation or the Transportation Dispatcher.
13. No District vehicle will be used by any person other than the Superintendent, the Assistant Superintendent, the full-time transportation staff, or the maintenance staff without the completion of a transportation request form.
14. The use of tobacco will not be allowed in a District-Owned vehicle.
15. The use of seat belts in District-owned vehicles is mandatory for the driver and all passengers using vehicles that are equipped with seat belts.
16. Drivers of all District vehicles (*except school buses*) shall be responsible for ensuring that all student passengers use safety belts. The driver shall not begin to move the vehicle until the seat belts of the driver and all student passengers are in use.
17. As a general rule, a District-owned vehicle will be eligible for replacement when it is either 5 years old or has been driven in excess of 100,000 miles.

LEGAL REF.: C.R.S. 42-4-236

CROSS REF.: EEAEA, Bus Driver Requirements, Training & Responsibilities