

AMERICAN LEADERSHIP ACADEMY

The following guidelines have been placed into effect to promote a consistent and impartial system for the use of the vehicles as well as reduce the potential for liability in the event of an accident.

Authorized use of fleet Vehicles

Only approved personnel or officially approved volunteers may operate the fleet vehicle.

School-owned vehicles are to be used for official school travel by employees, boards and authorized volunteers.

The vehicles shall not be used for commuting between an employee's workplace and residence unless otherwise requested by the respective department administrator and approved by the Transportation Manager.

School employees using school-owned vehicles are not permitted to transport family, friends, non-school business commuters or animals except for "service animals", unless approved by the Director of the Schools on a case by case basis.

The employee/volunteer must possess a valid Arizona driver's license and be at least 18 years of age. No student or unapproved volunteer may operate the vehicle. In the event that an approved employee or volunteer becomes unable to safely operate the vehicle due to illness or other unforeseen reason while driving on the road, a passenger may assume the driving responsibility and move the vehicle to a safe location off the road. Once safely off the roadway immediately call 911 for assistance. Once assistance has been rendered, the passenger should then contact the Transportation Office for further driving instructions.

Unauthorized Use of Fleet Vehicles

Fleet vehicles are not to be used for personal use. Should you need to procure a fleet vehicle prior to your scheduled departure time, the fleet vehicle must remain parked at your residence in a safe location and remain there until such time the vehicle is needed for travel. When at an approved school activity you must always exercise reasonable judgment

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regarding the use of the fleet vehicle.

Misuse of the fleet vehicle may result in the suspension of your privileges to use a fleet vehicle and or other disciplinary action by the school.

Seat Belt Use Required

It is mandatory that seat belts be used at all times, not only by the driver but by all passengers as well. Drivers of a school fleet vehicle are prohibited from overloading and/or overcrowding a vehicle that may result in unsafe operation. It is imperative that you not carry more passengers than the number of occupant safety restraint systems (seatbelts) in the fleet vehicle. Drivers are responsible for wearing and enforcing the use of seatbelts by all occupants or passengers.

Cell Phone/Personal Computing Device Usage

The safest way to use any cell phone or personal computing device while driving is to pull over to a safe location and park the fleet vehicle and then talk or use your computing device. Texting or typing, with any device, while driving a school fleet vehicle is strictly prohibited.

Moving Traffic Violations

Any school employee operating a fleet vehicle is expected to obey all traffic laws and regulations. Any school employee receiving a citation while operating a fleet vehicle is responsible for paying the cost of the citation and any other expenses incurred as a result of the citation.

Violations such as parking tickets are also the responsibility of the school employee in charge of the fleet vehicle when such ticket is issued.

Accidents

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In the event of an accident the driver of a school fleet vehicle shall immediately call 911. The driver shall give an assessment of any injuries and the seriousness of the accident.

The driver of the school fleet vehicle should then notify the Transportation Department. The Transportation manager will arrange for another school fleet vehicle to go to the accident site to either continue the route or, if necessary, to transport students to the hospital at the direction of emergency personnel.

Administrators, or their designee(s), at the scene of the accident will account for all passengers who were riding in the school fleet vehicle.

For accidents involving injuries to anyone, the school district will order a drug and alcohol test of the driver as soon as possible. If you are found to be under the influence of drugs or alcohol at the time of the accident, regardless of whether you are found at fault or not, your employment with American Leadership Academy and Charter One may be recommended for termination.

Minor accidents not needing emergency response should be reported immediately to the Transportation Manager and handled on a case-by-case basis.

American Leadership Academy fleet vehicles have a current registration and insurance card located in the glove compartment of each vehicle. This information along with your driver's license will need to be presented to any law enforcement officer at the scene of an accident.

When an accident involves another vehicle, try to obtain the following information:

1. Driver's name (and owner's name if different)
2. Address
3. Telephone number
4. Name of insurance company and policy number
5. VIN, vehicle year, make and model

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6. Vehicle license plate number

If possible, try to obtain the names, addresses and telephone numbers of any witnesses, including the name and badge number, department name and address of any investigating law enforcement agency.

Identify yourself and show your insurance identification card. Do not discuss any aspect of the school's insurance policy and do not assume blame for the accident. At no time are you permitted to agree to any settlement.

Cooperate with the investigating law enforcement officers. Answer their questions factually and avoid commentary beyond that. Do not insist that a citation be issued to the other operator. The officer may be trying to decide responsibility for the accident and an overly aggressive attitude on your part may result in a decision against you. In a given situation, the officer may ask if you want a citation issued to the other operator. If so, answer in the affirmative and explain that this is the school's preference.

If an insurance adjuster or any other representative from the other driver's insurance company contacts you for a statement (either written or recorded), refer that person to the Transportation Manager.

Alcohol and Illegal Drugs Prohibited

No school employee may use or be under the influence of any alcohol, illegal drugs or abuse of prescription drugs while operating a fleet vehicle. In addition to this, no employee may operate a fleet vehicle having consumed an alcoholic beverage.

Other Prohibited Items

School district employees are prohibited from carrying or transporting any hazardous material that may pose a risk to the health and safety of the driver or passengers. These materials may include but are not limited to poisonous gas, tear gas, liquid poison,

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explosives, radioactive materials and firearms. If you are uncertain if a material can be safely transported in a fleet vehicle contact the Transportation Manager for further instructions.

Failure to Report

For failing to immediately call and report any accident to the Transportation Manager, or Director, your employment with American Leadership Academy may be recommended for termination.