

**BARRE UNIFIED UNION SCHOOL DISTRICT**  
**Barre City Elementary & Middle School**  
**Barre Town Middle Elementary School**  
**Spaulding High School**  
**Central Vermont Career Center**

**September 9, 2019**

**REVISED Aug 23, 2021**

**Use of District-Owned Vehicles**

The purpose of this procedure is to ensure that the business of Barre Unified Union School District (BUUSD) will be conducted according to the BUUSD Fiscal Management and General Financial Accountability Policy (F20)

The following procedures are in effect for the use of District-owned vehicles.

- A. The staff member may use the vehicle to conduct his/her duties more effectively.
- B. The staff member will use the District-owned vehicle for official school district business only, most often but not limited to; transporting students to work-based learning opportunities, sporting events, field trips, life-skill/special education plan opportunities, homeless travel, extenuating circumstances, conferences/workshops, etc.
- C. Personal use of District vehicles constitutes grounds for disciplinary action which may include suspension without pay, termination of employment in the case of repeated violations, or suspension or termination of the right to operate District-owned vehicles.
- D. All users will be employees or administrators of the District.
- E. All operators will have a valid Vermont State driver's license.
- F. Any citation for violation of motor vehicle laws will be the sole responsibility of the operator and must be reported to the Business Manager
- G. If involved in any accident, the operator will notify the proper law enforcement agency immediately and file an accident report within 4 hours. Those accidents which involve personal injuries must be reported by telephone and followed up with a written report, both to the district and the district's insurance company.
- H. Where the employee-driver is presumed not at fault, the Business Manager will file a claim for damages with the insurance company of the other operator.

I. In the event of vehicle operation failure, the staff member should contact their direct supervisor who will then notify the business office/STA.

J. The vehicle will be kept washed and vacuumed by users.

K. The driver and passengers will wear seat belts at all times.

L. No more than 5 students will be transferred at a time.

M. Fuel will be paid by the District.

N. BUUSD has established a charge account with:

**Maplewood, Ltd. (IRVING)**

**370 S. Barre Street, Barre VT**

**Instructions for fueling District-owned vehicles:**

Park at pump, enter Maplewood, Ltd with odometer reading and notify the attendant that you are with the BUUSD and will be fueling B14 or B15, CVCC VAN 1 and CVCC VAN2 . Once back at the pump, enter PIN# assigned to designated employees who will be responsible for fueling. Fill the vehicle and return to the attendant for receipt. Sign receipt, signature must be legible, print name. Return signed receipt to SHS bookkeeper, CVCC bookkeeper, or Michelle Leeman at the central office.

**COVID-19 REQUIREMENTS**

**Additional Cleanings/Decontamination of School Vehicles:**

- We will use a CDC-approved disinfectant when wiping down surfaces.
  - ◆ Each school vehicle will be wiped down after each run, including the morning run, afternoon run and any special runs. Items to be wiped down include door handles, the fronts and backs of seats and any hardware or accessories, windows, window handles and walls, driver controls and mirrors.
  - ◆ When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions.
  - ◆ Each vehicle will have a cleaning/safety bag that includes: sanitizing wipes, hand sanitizer, facial coverings, tissues, gloves, disposable garbage bags, and a thermometer.
  - ◆ Cleaning/Safety bags must be brought inside the building at the end of each day or when finished using the vehicle.
  - ◆ All vehicle occupants will be encouraged to utilize the hand sanitizer station upon entry to the school vehicle and again upon exiting the vehicle.
  - ◆ BUUSD drivers are VOSHA-trained staff and will follow all mandated personal hygiene/mask-wearing protocol before approaching their vehicle.

- ♦ Signs have been posted for the benefit of all staff and students, indicating the proper method to protect others when coughing or sneezing on the school vehicle.
- ♦ In addition, all students will be properly educated in these procedures utilizing CDC guidelines.
- ♦ Each school vehicle will have tissues available for students who cough or sneeze.
- ♦ A trash disposal station will be readily available. Students will be educated in proper disposal of used tissues. Dispose of tissues after each run as part of disinfecting the vehicle.

**BUUSD Transportation Providers:**

All drivers will have received training on proper disinfecting procedures for the school vehicle. These procedures will follow CDC recommendations. This training will be properly documented similar to other district provided training. The training will include the following:

- Proper cleaning and disinfecting techniques.
- Proper use and disposal of Personal Protective Equipment (PPE).
- Safe product usage guidelines (chemical safety).
- Proper methods to empty and dispose of trash.
- BUUSD has developed a Sick Student Procedure which addresses the following:
  - ♦ Identifying a potentially ill student via visual symptom scan and temperature check upon pick up, before entering the vehicle.
  - ♦ Bring student to the designated isolation zone (one has been established at each campus).
  - ♦ Isolation procedures for all students on the school vehicle include:
    - Students can only sit in the back seat. One student per vehicle, unless students live in the same household.