

TRANSPORTATION SERVICES

Admin. Reg. SS-60-R
~~October, 2016~~ July, 2017

I. General Standards.

- A. Beaufort County School District (“BCSD”) school personnel and contractors may be authorized to operate BCSD vehicles for the purpose of conducting BCSD business, provided the employee driver is at least ~~twenty-one~~eighteen (21~~18~~) years old, has an appropriate and valid U.S. driver's license for the vehicle being driven, has reasonable experience driving the type of vehicle being used, could reasonably be expected to operate the vehicle in a safe and prudent manner, and meets the BCSD transportation requirements as set forth below.
- B. Compliance with South Carolina law and the BCSD transportation guidelines are required for any eligible driver to be authorized to use a BCSD vehicle. The BCSD Operations staff is authorized to deny a vehicle to anyone if any reason exists the pool vehicle may not be operated safely. Individual departments may impose additional standards, restrictions or driver education or training requirements. The requirements in this Administrative Regulation are in addition to any requirements, standards, operating restrictions or suspensions imposed by law.

II. Driving Record Reviews. The BCSD will periodically review the past driving record of current and prospective BCSD employees who use the BCSD vehicles or other vehicles to conduct BCSD business.

- A. Out of State Licenses. Unless the BCSD has an employee who resides in the state of Georgia, the BCSD requires that all employees have a valid driver’s license for the State of South Carolina. If the employee has resided in South Carolina for fewer than three (3) years, the employee shall provide the BCSD with a certified copy of his/her driving record from that state.
- B. Record Review. If any one of the following applies, the driver's driving record for the past three (3) years shall be reviewed to determine compliance:
 - 1. Driver is a job applicant or an employee where driving is a condition of employment.
 - 2. Driver is requisitioning a BCSD pool vehicle, will be carrying passengers, or has had an “at fault” accident in the last year.
 - 3. Driver has been convicted of a moving traffic violation or driving under the influence of alcohol or drugs.
 - 4. Driver’s license has been revoked, barred, denied or suspended.
 - 5. Driver has routine access to vehicles for conducting BCSD business.

- C. The BCSD reserves the right to review the driving record of any driver to determine driver eligibility related to any vehicle (owned, non-owned, rented, borrowed, leased or any other vehicle) for which the BCSD may be held legally liable.
- D. BCSD Human Resources shall review driving records annually or semi-annually as required by this regulation and when requested by departments on a case-by-case basis. The driving record reviews shall be conducted as permitted by the provisions of the Federal Driver's Privacy Protection Act that regulates the use and disclosure of personal information from driver records. Access to the driving record is restricted to assigned employees and/or contractors of Human Resources, Operations, the individual employee, his/her department supervisor(s) and their superiors, Operations department members and other BCSD contractors who have an authorized and legitimate need for the information in the normal course of business.
- E. An employee who holds a position in which driving is a condition or essential part of employment may be terminated if the driving record does not comply with the requirements of this regulation.
- F. Driving Standards. Driving privileges shall be denied if the driver's driving record indicates any of the following:
 - 1. More than four (4) points against his/her driver's license within the previous twelve (12) months;
 - 2. Within the previous three (3) years, three (3) or more "at fault" accidents, three (3) or more moving violations, or a combination of three (3) or more accidents and violations;
 - 3. Within the previous three (3) years, a conviction of reckless driving; conviction of driving with a suspended, denied, revoked or barred license; conviction of hit and run; or conviction of leaving the scene;
 - 4. License suspension, license denial, license revocation, or license bar; or
 - 5. Conviction of driving while under the influence of alcohol or drugs or conviction of vehicular homicide or conviction of any driving offense punishable as a felony.
- G. Bus Drivers.
 - 1. For purposes of reviewing driver records for eligibility or corrective action, moving violations will not include violations for the following:
 - a. failure to use safety belts;
 - b. parking violations;

- c. past convictions, suspensions or revocations related to civil or criminal actions unrelated to driving or vehicle operation; or
- d. speeding violations of 10 miles per hour or less over the legal speed limit only in speed zones where the legal speed limit is between 34 miles per hour and 56 miles per hour.

III. Authorized Drivers.

- A. Authorized drivers shall be BCSD employees. Contractors and volunteers are **not** eligible and may not use BCSD vehicles without written authorization the Chief Finance & Operations Officer (“CFOO”).
- B. Authorized drivers are **not** consultants or vendors (unless agreed upon by contractual arrangement), students or school personnel/contractors visiting from other schools, visiting artists or speakers, members of special event groups, government representatives, members of visiting athletic teams, members of visiting student groups or members of visiting community organizations.

IV. Driver Record Review Process. Departments, schools and agents are required to submit a list of drivers with license information to Human Resources annually for those drivers who will have routine access to departmental vehicles. Human Resources shall review driving records to determine compliance with this regulation and provide the department head and school with a list of approved drivers. To add employees to their approved driver list, departments and schools shall submit new names and driver license information to Human Resources for review and approval prior to allowing new employees to drive departmental vehicles.

- A. Vehicle Operators/Employed to Drive. Where driving is a condition of or a substantial part of employment duties (bus drivers, couriers, maintenance, food service, custodial, operations or other job position in which fifty percent (50%) or more of the employee’s time is spent driving), Human Resources shall at least annually review the employee's driving history for the past three (3) years for compliance with the driving standards at least annually.
- B. Job Applicants. Applicants for jobs in which they will drive a BCSD vehicle as a condition or as a substantial part of their duties must comply with the guidelines in this administrative regulation prior to employment and are required to supply the BCSD with a current copy of their driving history from the department of motor vehicles for the past three (3) years. Individual departments should forward driver record information with a request for review to Human Resources. The individual department may require more frequent record review and may impose more restrictive standards or require other education or training requirements, other than those provided under this administrative regulation, as a condition of employment.

V. Authorized Passengers.

- A. Authorized passengers include those in official BCSD-sponsored or authorized transportation programs and BCSD employees or agents while on authorized BCSD business.
- B. Authorized passengers may also include persons who are on campus at the BCSD request, for example, for potential employment at the BCSD to provide contracted services or for participation in a BCSD event/program, visiting school personnel/contractors, visiting artists or speakers, government representatives, members of visiting athletic teams or community organizations. All other passengers are prohibited from traveling in BCSD vehicles.
- C. Unauthorized passengers include but may not be limited to an employee's spouse, children or other family members, students, friends or neighbors of a BCSD employee driver and members of the general public.
- D. Student transportation in private vehicles.
 - 1. BCSD employees are prohibited from transporting students in their private vehicles. However, the BCSD recognizes that there are times in which private vehicles are needed by social workers, principals, assistant principals and athletic directors to transport students. The BCSD directs that such transportation services will only be utilized in emergency situations as authorized by the Principal or relevant department head. Otherwise, proper student transportation, i.e. buses, will be used.
 - 2. In certain instances that further the educational mission of the BCSD, other BCSD staff may be authorized to transport students. When private vehicles are to be used, such vehicles will be chosen in advance of the anticipated usage. A trip request authorized by the Principal must be submitted to the BCSD Risk Manager at least two (2) weeks prior to travel. The following guidelines shall be met:
 - a. The driver of a vehicle is restricted to the designated employee.
 - b. The number of students transported shall be limited to the recommended capacity of the vehicle. Seat belts will be available for every passenger and each occupant of the vehicle shall buckle with the appropriate seat belt.
 - c. A photocopy of a valid driver's license of the driver(s) and insurance card of the vehicle shall be submitted to school personnel by the intended driver. A minimum insurance coverage of \$25,000 each person, \$50,000 each occurrence bodily injury and \$25,000 property damage shall be required coverage for any personal vehicles used to transport students. The driver and/or owner of the vehicle being utilized shall execute documentation provided by the BCSD indicating the driver and/or relevant insurance coverages shall be the primary coverage in the event of an accident.

3. Prior to the use of the vehicle, the following background information about the driver and/or owner of the vehicle shall be obtained:
 - a. name, address, phone, trip destination, reason for trip, times of departure and return;
 - b. driver of the vehicle; owner's name, if different from driver;
 - c. number of students to be transported;
 - d. other passengers besides students/driver;
 - e. verification of written permission for all students to travel with the group;
 - f. type, age and condition of the vehicle(s) to be driven;
 - g. verification by signature that the owner of the vehicle gives consent for intended usage of the vehicle;
 - h. information regarding the owner's vehicle insurance coverage; and
 - i. driver's motor vehicle records. The driver shall give the Board permission to evaluate the driver(s) motor vehicle record for driving problems, citations or DWI/DUI convictions.
4. The Principal or his designee shall visually inspect the vehicle(s) to be used in the activity to be completed. The following shall be examined:
 - a. Are there seat belts for every occupant?
 - b. Does the vehicle seem to be in good condition and proper working order?
 - c. Do the tail lights and head lights operate properly?
 - d. Are the tires in good condition (not bald, dry rotted, damaged, etc.)?
 - e. Any other concerns which may be revealed during the inspection should be documented.
5. Under no circumstances will students be allowed to ride in the back of a pickup truck.

VI. Approved Uses. BCSD vehicles may be used solely for the purpose of conducting BCSD business. Examples of approved uses include, but are not limited to:

- A. conducting departmental business;
- B. educational field trips and travel to and from athletic contests and other extra-curricular activities, when supervised and accompanied by school personnel or a BCSD employee on site; and
- C. Maintenance and food service matters.

VII. Personal Liability. In compliance with South Carolina law, the BCSD strictly prohibits the use of BCSD vehicles for personal purposes, vacations or trips or to conduct personal business or for transportation of non-BCSD passengers (except as authorized) or use by family members. Any employee, student or other person who uses BCSD vehicles for

personal transportation or other personal purposes shall is personally liable for any accident which occurs during such personal use.

VIII. Accidents.

A. Corrective action, penalties and restrictions. An “at-fault” accident is an accident which results in bodily injury or property damage of more than \$500.00 (all parties combined) in which the employee driver was more than fifty percent (50%) responsible. In making the determination of fault, all relevant information including information provided by the adjusting agency, the BCSD driver, others involved in the accident, information provided by witnesses to the accident and information contained in any investigating officer's reports will be considered. If an employee is determined to be at fault, they will be responsible for paying fifty percent (50%) of the insurance deductible (not to exceed \$500.00.)

1. **After any "at-fault" accident** involving a BCSD vehicle, the driver's record will be reviewed for compliance with the driving standards.
2. **Second "at-fault" accident.** Drivers who have a second "at-fault" accident in a BCSD vehicle in any two (2) calendar year period are prohibited from driving BCSD vehicles for three (3) calendar months following the accident.
3. **Third "at-fault" accident.** Drivers who have three (3)"at fault" accidents in a BCSD vehicle in a three (3) calendar year period are prohibited from driving BCSD vehicles for one (1) calendar year following the accident.
4. **Fourth "at-fault" accident.** Drivers who have four (4) or more "at-fault" accidents while using a BCSD vehicle in a five (5) calendar -year period will be permanently restricted from driving BCSD vehicles.

B. Suspension of privilege to drive.

1. In the event of an "at-fault" accident where there is substantial property damage (\$2,000.00 or more) or injury or serious criminal violation, the BCSD may immediately suspend the driving privileges of the employee responsible for the accident. The employee and his/her department will be notified of the dates and terms of suspension.
2. Driving privileges shall be suspended pending the outcome of a serious criminal charge involving a vehicle, a charge for driving under the influence of alcohol or drugs, charge of vehicular homicide or any charge punishable as a felony. Other restrictions may be applied, up to and including prohibition from transporting passengers or using any vehicle (private, rented or state-owned) on BCSD business, if there is clear evidence of unsafe driving behavior, such as extreme violations of motor vehicle laws, that would affect the safety, health and welfare of the driver, passengers or the general public.

- C. Appeals. Employees or departments may appeal vehicle use restrictions to the Chief Human Resources Officer (“CHRO”). A written request for appeal should include information on any special circumstances that should be considered. The CHRO or his/her designee, after review of the matter, may reinstate driving privileges or vehicle use, with or without contingent conditions, if it is determined that safe and prudent operating standards will be met.
- D. Probation and reinstatement. Employees who would otherwise lose their driving privileges due to non-compliance may be approved for probationary reinstatement of driving privileges by the CHRO or his/her designee. Probationary reinstatement will require successful completion of remedial driver training and satisfaction of a clean probationary period (sixty (60) work days to one (1) year) during which the employee may not have any "at-fault" accident or conviction of a driving violation covered by this program. If the conditions set by the operations department are not met, the probationary reinstatement status will be revoked and the original penalty, restriction or corrective action will resume.
- E. Defensive driver course. Drivers who are required to complete remedial driver training must also complete a defensive driver course or other training(s) as required by the Superintendent or his/her designee.

IX. Rented, Borrowed or Private Vehicles - Reimbursement of Mileage. The BCSD reserves the right to deny personal mileage reimbursement to any employee or driver who does not meet the criteria required under this administrative regulation.

X. Required Reporting of Accidents/Violations.

- A. A BCSD driver must report to his/her department supervisor all accidents, moving violations or other vehicle citations that occur while the employee is conducting BCSD business within five (5) calendar days of such accident, violation or citation.
- B. The driver's supervisor must immediately forward the information to the BCSD Risk Manager. Failure to report accidents, convictions and violations as required may result in the loss of privilege to use BCSD vehicles and disciplinary action.
- C. Hit and run and vandalism are criminal incidents and must be reported to police.
- D. Failure to report an accident or incident of damage as required will be considered in assessing fault to a driver and may result in loss of vehicle, restricted use or assessment of repair costs or insurance deductibles to the department, up to \$500.00.

XI. Misuse of Vehicles.

- A. All drivers and departments are expected to properly safeguard the BCSD vehicles and use them in accordance with BCSD policy and administrative rules. If it is determined that a vehicle is being misused or is at substantially higher risk of theft or damage due to a lack of reasonable precautions by the driver or department,

Operations will notify the department. If corrective action is not taken, the department may be required to forfeit use of the vehicle and return it to operations.

- B. In the event any BCSD vehicle is stolen or damaged from misuse or failure to take reasonable safety precautions, is subjected to intentional damage or is allowed to be used in violation of BCSD policy, the driver and or the department may be prohibited from further use of BCSD vehicles and the department will be assessed for actual damage and any associated administrative and remedial costs of up to \$500.00.

XII. Inspection, Service and Maintenance Policy. BCSD vehicles licensed for operation on public roads are required to be serviced and maintained in accordance with manufacturer and State guidelines, where applicable.

- A. The annual vehicle inspection shall focus on areas of the vehicle that directly affect its safe operation including steering, tires, brakes, glass, lights, emissions system and horn. The inspector shall provide a written, signed report of the areas/equipment/items inspected, including the date, name of facility and inspector, vehicle make/model and identification number, mileage and notations of operating deficiencies. Provided the vehicle has no operating deficiencies, it shall be deemed to have passed the inspection and may be returned to normal usage. Correction of any operating deficiency must be completed within seven (7) calendar days of the inspection. Repairs are to be performed by maintenance or as otherwise approved in this policy. After correction of deficiencies, the vehicle must pass re-inspection.
- B. Vehicle service and maintenance include but are not limited to complying with manufacturer's service recommendations, using recommended types of gasoline, maintaining proper fluid levels (oil, antifreeze coolant, brake and transmission, etc.), and ensuring proper tire pressure, working signals, lights (headlamps, turn-signal lights, tail lights, brake lights, etc.), brakes and other vehicle safety items.
- C. Failure to comply with the service, maintenance and inspection requirements of this program may result in suspension of driving privileges, increased insurance charges and/or loss of the vehicle.

XIII. Safety and Conduct at Bus Stops.

- A. Parents or guardians are responsible for the safety, conduct, and timely arrival and departure of their children to, from, and at their designated school bus stop before the arrival of the bus for pick-up, as well as timely departure of the children after the school bus leaves the bus stop in the afternoon.
- B. A parent, guardian, or person who is enrolled in third-grade or older and authorized by a parent/guardian must accompany each prekindergarten and kindergarten student to the bus stop and put that student on the school bus every morning.

- C. A parent, guardian or person who is enrolled in third-grade or older and authorized by a parent/guardian must meet each prekindergarten or kindergarten student at the school bus stop in the afternoon.
- D. Prekindergarten and kindergarten students who are not met by a qualifying individual as described in this section will be returned to their school, and their parents contacted to pick them up from the school. Parents/guardians who repeatedly fail or refuse to meet prekindergarten or kindergarten students at bus stops may be referred to the appropriate authorities.

E. Miscellaneous.

- A. Seat belt use. All occupants of BCSD vehicles are required to comply with applicable state of South Carolina motor vehicle laws, including laws that require occupants of a vehicle's front seat(s) to use seat belts.
- B. Cell phone use. Cell phones are made available for business use to certain BCSD employees. Although recognizing that circumstances will not always permit strict adherence, it is recommended that the BCSD driver safely stop and park the vehicle to use a cell phone.
- C. Towing policy. Due to special equipment and skill required, towing of a trailer or other equipment with a BCSD vehicle is strictly prohibited unless prior written permission is obtained from and granted by the BCSD Risk Manager.
- D. Long distance driving guidelines. The BCSD long distance driving guidelines are as follows.
 - 1. In those instances when only one authorized driver is driving long distance (four or more hours of total driving time), the driver is required to take a 30-minute break every four hours. The driver is not to drive for more than a total of 10 hours during a 24-hour period.
 - 2. In those instances where a group is driving long distance (e.g., more than one employee traveling together to a business meeting or members of a BCSD-recognized student organization traveling to an approved conference), at least two individuals are required to be designated drivers. Drivers are required to rotate driving duties at least once every two-hour period and take a minimum one-hour break every six hours for all drivers and occupants of the entire vehicle. Any one driver is not to drive for more than a total of 10 hours during a 24-hour period.
 - 3. The above guidelines assume good driving conditions regarding road, weather, visibility and other factors. In the event of adverse weather or other factors that may affect the ability to drive safely, it must first be determined if the planned travel route may be driven safely by calling the highway patrol. If it is determined

to be safe to drive with appropriate precautions, the above driving limitations should be modified accordingly to account for the increased driving times.

- E. All maintenance, custodial and food service vehicles (with the exception of on-call personnel) will be returned each evening to the DESC and parked within the fenced area.

Note: This Administrative Regulation replaces the former Administrative Regulation OS-22, Fleet Safety Program.

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