LENAPE TECHNICAL SCHOOL

SECTION: OPERATIONS

TITLE: SCHOOL VAN

ADOPTED: October 18, 2018

REVISED:

810.3. SCHOOL VAN USE AND DRIVER REPSONSIBILITY

1. Purpose

The Joint Operating Committee (JOC) recognizes the need of the school to provide transportation for small field trip groups, clinical experiences, professional development/conference opportunities, student club activities, IEP meetings for staff, and other school activities that do not require the passenger capacity of a school bus.

2. Definitions

A **school van (van)** is defined as a school insured vehicle owned, rented or leased in the name of Lenape Technical School.

An **authorized driver** is defined as:

- a regularly licensed driver who is a Joint Operating Committee approved employee or volunteer of Lenape Technical School;
- having a valid Pennsylvania Driver's License that is on file with the Business Office;
- being at least 21 (twenty-one) years of age with no outstanding moving violations; and
- having read and signed a copy of this Policy.

A **text-based message** is defined as a text message, instant message, email or other written communication composed or received on an Interactive Wireless Communication Device (IWCD).

Texting means manually entering alphanumeric text into or reading text from an electronic device.

The term **"texting"** includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access an Internet web page, pressing more than a single button to initiate or terminate a voice communication using a mobile telephone, or engaging in any other form of electronic text retrieval or entry, for present or future communication.

	The term "texting" does not include: Inputting, selecting or reading information on a global positioning system or navigation system; Pressing a single button to initiate or terminate a voice communication using a mobile telephone
3. Guidelines	**SCHEDULING USE OF SCHOOL VAN** 1. Only authorized drivers will be permitted to schedule the use of the school van. 2. All requests for use of the school van are to be submitted to the Director's office at least three (3) work days prior to use. 3. All paperwork is to be completed including a list of all students/passengers who will occupy the vehicle for requested trip. 4. The Director or appropriate personnel designated by the director will maintain the school van schedule, secure the keys, and maintain vehicle documentation. **USE OF SCHOOL VAN** 1. Use of school van is prohibited for personal use. 2. If a trip's time or scheduling constraints requires an authorized driver to maintain the school van at the driver's residence prior to or after the trip, the school van is to be driven directly to the driver's residence and appropriately parked. Stop overs for personal use are prohibited. 3. Except in an emergency, only authorized drivers are permitted to operate the school van. 4. Driver must operate the vehicle in accordance with all traffic laws, ordinances and regulations. Driver is responsible for all traffic and parking violations that driver incurs. 5. Driver is to refrain from any hand use of cell phones, or other personal devices when vehicle is in motion. Hands free use of a cell phone is permitted. 6. While driving, driver is prohibited from texting or reading a text-based message. Pennsylvania's texting law prohibits use of an Interactive Wireless Communication Device (IWCD) "to send, read or write a text-based

message." An IWCD can be a wireless phone, personal digital assistant, smart phone, portable or mobile computer or similar devices that can be used for texting, instant messaging, emailing or browsing the Internet.

7. While driving, the driver is also prohibited from: using at least one (1) hand to hold a mobile telephone to conduct a voice communication; dialing or answering a mobile telephone by pressing more than a single button; or reaching for a mobile telephone in a manner that requires a driver to maneuver so that the driver is no longer in a seated driving position, restrained by a seat belt.

8. Use of seat belts is required for all persons occupying the vehicle. It is the driver's responsibility to ensure that all persons are properly secured before the vehicle is put in motion.

9. If the van is equipped with a School GPS System, it is not to be disconnected or unplugged. It is the driver's duty to assure that the system is operating at all times.

10. If the school van is equipped with a video camera, it is to be activated at all times. It is the driver's duty to assure that the camera is operating at all times.

11. No pets and animals of any kind are permitted in the school van.

12. When the school van is not in use, the van is to be legally parked, locked, and windows are to be rolled up.

13. Driver is to return the school van to designated parking area at conclusion of use and is responsible to remove all food, trash and belongings from interior before returning the keys and mileage report to the Administrative Director or appropriate personnel designated by the Administrative Director.

14. Driver is to be well rested. Periods of uninterrupted driving should not exceed three (3) hours, without a rest break, and total driving time should not exceed more than ten (10) hours per day.

15. Smoking/smokeless tobacco products are not permitted in the school van.

16. Hazardous materials are not to be transported in the school van.

17. No alcoholic beverages, illegal drugs or controlled substances are to be present in the school van at any time.

18. No driver is to be under the influence of alcohol or a controlled substance while operating the vehicle.

	19. An exception shall be made for therapeutic use of prescribed controlled substances used by a driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus or commercial motor vehicle. 20. All authorized drivers are expected to operate vehicles safely and with great care and to ensure the safety and well-being of those aboard. Weather conditions and road hazards are to be monitored and travel is to be adjusted accordingly.