

DRIVING FOR THE DISTRICT

All employees, who drive for the district or use district vehicles to conduct district business, are expected to be safe, attentive and law-abiding drivers.

Licensed, Classified and Administrative Staff Who Drive Students

Transportation in private vehicles is not intended to replace district transportation of students but rather to allow for the unusual or special situations that may arise from time to time. If you drive students in your own vehicle, you will need to complete a Volunteer Driver Authorization form (form D) and include copies of your current motor vehicle record (see * below), Colorado driver's license and proof of insurance. The form and requested information are to be returned to your principal and the district Insurance office at least a week before the scheduled event. Any employee who transports students must be insurable according to the eligibility standards that have been established by the district's auto insurance carrier. The motor vehicle report (MVR) eligibility standards are listed at the end of this document.

Private vehicles are not to be used to transport students to metropolitan areas or destinations involving mountain driving.

Small Vehicle and Activity Vehicle Operator Permits: Are available through the Transportation Department for district employees and are strongly encouraged for staff who frequently transport students to district sanctioned activities.

Motor Vehicle Records

*A current Motor Vehicle Report (MVR) is available through state driver's license offices. To find an office near you, visit www.colorado.gov/revenue and click on "office locations" for current locations. MVRs can also be requested online at <https://mydmv.colorado.gov/#1> Under the Driver/ID Services tab, there is a section called "Records" where you can request the document.

The district will request and review the employee's current motor vehicle record annually or as prescribed by applicable regulations; the employee must be insurable by the district's auto insurance carrier and meet the requirements of applicable board policies, state traffic code, CDE and DOT regulations of which he/she is subject.

Additional Information and Reporting Required of Student Transportation, Support Fleet Drivers and Other Employees who Drive District Vehicles

Student transportation and support fleet drivers are employees whose positions require that they operate district vehicles to either transport students or perform essential duties of their jobs. Other employees who drive district vehicles are those who occasionally use a district car or SUV. District drivers must be insurable according to the eligibility standards that have been established by the district's

auto insurance carrier to be considered employable. The motor vehicle report (MVR) eligibility standards are listed at the end of this document.

Follow all traffic laws and do not use your mobile or cellular phone while driving during your work day.

Accident Reporting

Any driver involved in a reportable accident (defined as contact with a person, a fixed object, or another vehicle) must stop and notify their department (and the transportation department if operating a student transportation vehicle) immediately. Failure to comply with this reporting requirement can result in disciplinary action up to and including termination.

DWAI or DUI (including per se) Citation

If you are issued a citation for either driving while ability impaired (including per se) or driving under the influence (including per se) of alcohol or drugs, you must notify the Risk Management Office (613-5006) on the next business day. Do not drive a district vehicle until cleared by the Risk Management Office.

Tickets for Speeding or Texting while operating a District Vehicle

If a driver is convicted of speeding or texting (or enters a plea to a lesser charge) while operating a district vehicle, disciplinary action up to and including termination action will apply.

Traffic Violations

Any driver who receives a citation or conviction must notify his/her direct supervisor immediately, if the citation or conviction is received during the work day or immediately upon the driver's return to work, if the citation or conviction is received outside of the work day.

Any driver who receives a moving violation citation while operating a district vehicle shall not accept a plea bargain stating "defective vehicle" or any other plea referencing the condition of the district vehicle.

Any driver who is convicted of any of the following traffic offenses will have his/her employment terminated.

- Driving under the influence
- Driving while impaired
- Reckless driving
- Leaving the scene of an accident
- Involvement in a speeding contest
- Fleeing or attempting to elude law enforcement personnel

**COLORADO SCHOOL DISTRICTS SELF INSURANCE POOL (CSDSIP)
MOTOR VEHICLE REPORT (MVR) INSURABILITY STANDARDS**

Thompson School District takes employees' driving habits seriously. The district and its insurance carrier may be held liable for accidents and related injuries that occur while an employee is operating a district vehicle. Employees whose positions require them to operate a district vehicle (and volunteer drivers) must possess a valid (not suspended or expired) Colorado license and be considered insurable according to the district insurance carrier's standards. Violations may result in disciplinary action up to and including termination of employment.

These standards are to be applied to MVRs, police reports and court records when reviewed by district personnel or CSDSIP. These standards are not meant to replace the district's internal policy, procedure or handling of a driver who is deemed uninsurable under CSDSIP's policy.

Time Period	Violations	Accidents	Combination
One Year	No more than two moving violations	No more than one accident	No more than one moving violation and one accident
One Year	Failed drug or alcohol test		
Three Years	No more than three moving violations	No more than two accidents	No more than two moving violations and one accident
Three Years	DUI, DWAI, reckless driving, drag racing, expressed or implied consent, or any drug or alcohol related violation	Any accident caused by reckless driving or drag racing	
Five Years	Hit & run, vehicular assault or vehicular homicide violation	Any accident involving drugs or alcohol, hit and run, vehicular assault or homicide	Habitual offender regardless of cause

1. Current MVRs are to be requested annually for anyone who will be driving the Member's vehicle or while driving on the Member's business.
2. We recommend MVRs to be requested for anyone, including employees, volunteers and student interns, driving their personal vehicles while acting within the course and scope of their duties for the Member.
3. If a driver does not possess a valid Driver's License, the driver is not insurable.
4. Defective and unsafe vehicle violations with points are counted as moving violations. "No insurance in possession" will not be counted as a moving violation for eligibility purposes. No point violations such as "Expired Plates", "Safety Belt Required", "Insufficient Fire Equipment", "Width of Vehicle Exceeded 8'6" " and "Failure to Comply

with Department of Transportation Safety Rule" will not be counted as a moving violation for insurability purposes.

5. Violations such as "Driving While Privilege Suspended", "No Port of Entry Clearance", "Overweight Axles" and "Mobile Device Citations" will be counted as moving violations.
6. If a violation and accident are associated, they will be counted as a single offense against the driver.
7. Multiple violations issued by the same agency on the same date with the same citation number will be counted as a single offense.
8. If the above Insurability Standards are not met, the driver becomes uninsurable and the Member must notify CSDSIP immediately. An endorsement will be issued excluding the driver from the Member's coverage.
9. The eligibility time limit runs from the date of the violation unless the license is revoked, denied or suspended (see below).
10. Any driver who fails a Drug or Alcohol Test, not associated with a moving violation, is uninsurable for one year from the date of the failed test.

Revoked, Denied or Suspended Licenses

- If a license has been revoked, denied or suspended as a result of any violation shown in the "Three Years" row above, the three year time limit will apply from the date the license is fully reinstated. Full reinstatement does not mean a temporary license or a restricted license.
- If a license has been revoked, denied or suspended as a result of any violation shown in the "Five Years" row above, the five year time limit will apply from the date the license is fully reinstated. Full reinstatement does not mean a temporary license or restricted license.
- Licenses suspended due to failure to pay child support or unpaid judgments will not be considered for insurability purposes.