

Descriptor Term: USE OF DISTRICT VEHICLES

Descriptor Code: EDAB

Rescinds:

Board Approved: 8/12/2019

Previously Approved:

The District provides vehicles necessary for employees to perform their jobs, solely for District purposes. Employees are expected to exercise care in the use of District equipment and property, and use such property only for authorized purposes. Loss, damages, or theft of District property should be reported at once. Negligence in the care and use of District property may be considered grounds for discipline, up to and including, termination.

The District's vehicles are intended to be used only for authorized business purposes. Only employees with a current valid driver's license may operate District vehicles. An employee operating a District vehicle to conduct District business must provide proof of a current valid driver's license to the finance department. Any employee operating a District vehicle must do so in a safe manner. Any employee operating a District vehicle under the influence of drugs or alcohol, or in an unsafe or negligent manner, will be terminated immediately. The District has the right to conduct a search of any District vehicle at any time, therefore, employees have no reasonable expectation of privacy concerning District vehicles.

To mitigate the risk of unsafe drivers, the District will, at a minimum of annually, obtain motor vehicle records (MVR) for any employee that drives a District vehicle. If a district supervisor has a reasonable suspicion that an employee has committed a qualifying offense, records may be requested as necessary. The following list includes examples of qualifying offenses but may not be all-inclusive:

- A felony while operating a motor vehicle
- Driving under the influence of alcohol or drugs, or refusal to be tested
- Leaving the scene of a crash

District administrative staff will develop procedures for obtaining and evaluating motor vehicle records before any employee is authorized to drive a District vehicle. An unacceptable driving record could result in the removal of driving privileges or termination of employment as may be appropriate based on a review of the employee's essential functions of their job description.