

Richmond Public Schools Driver Qualification Guidelines and Procedures

Richmond Public Schools is committed to providing a safe school community and work environment for our staff and students. Per School Board Policy 6-4.1, the following guidelines have been updated and will be required by all RPS Employees operating any RPS vehicle.

Vehicle use is not the primary duty of the employee but may be critical to the function of that position. Studies have shown that past driving history is a good indicator of future performance. With that in mind, jobs requiring vehicle use must utilize a Virginia Driver's License Record as part of the hiring process that constitutes an employee's use of a vehicle and authorization to use an RPS vehicle if it is necessary for job functions

A Virginia DMV (VADMV) Driving Record is a tool to identify and monitor an individual with a higher risk for an auto accident. The record will show that a current or prospective operator has a valid driver's license and will list past violations, accidents, and suspensions.

These records should be evaluated to determine an individual's eligibility to drive based upon RPS driver qualification standards, as well as those set forth by the Federal Government where such regulations apply.

Administration and/or direct supervisors have the authority and ability to suspend or rescind driving privileges based on the employee's ability to operate a vehicle safely. In addition, RPS reserves the right to evaluate and make decisions regarding driving privileges based on medical notes from a doctor. This ensures that any restrictions or limitations due to medical issues or surgery are appropriately considered, even if they don't directly relate to Workers Compensation. This helps maintain safety standards and ensures the well-being of employees and others on the road

RPS is not obligated to place an employee with a suspended or revoked driving license in a non-driving position or accommodate such an employee in any way.

- RPS drivers are required to inform the division, as soon as feasible, if their license is suspended while they are active RPS employees.

Driver Eligibility Guidelines

The following guidelines may be considered minimum for drivers.

- A. Applicants applying for a driving position must have a valid driver's license, appropriate for the type of vehicle to be operated, from their state of residence before beginning employment with RPS.
2. An applicant or employee may be disqualified from obtaining or retaining a driving position when his/her driving record reflects:

- a. a suspension or revocation of the license during the previous three years; or
 - b. an accumulation of more than four VADMV demerit points within the last 12 months; or,
 - c. more than two moving violation convictions within the last 12 months; or,
 - d. a DUI conviction within the last 36 months.
3. Applicants with driving violations out-of-state, or with an out-of-state driving record, their point total will be interpreted using Virginia's Motor Vehicle Code.
4. An out-of-state candidate shall be responsible for obtaining an up-to-date driving record from the current state of domicile. They shall forward their official driving record to the Talent Acquisition Office.
5. All RPS drivers will hold a valid Virginia driver's license within 90 days of their start date.
6. If a candidate's VADMV record does not span three years, the hiring manager will consult with the Chief Talent Officer for hiring guidance.
7. Once an employee is hired and it is established they are eligible and will need driving privileges, a pre-trip and behind-the-wheel evaluation in the vehicle they will be assigned to drive will be required.

Reviewing Violations

Richmond Public Schools will use the VADMV points system to qualify a driver. RPS requires employees who drive any school division cars and buses have at least three positive points. However, if any specific violations (i.e., DUI, reckless driving, speeding) are sustained by an employee on their record it will automatically disqualify a driver until the driver has completed their DMV required driving school ordered by their local court system and a refresher course offered by the RPS Transportation Office.

Accidents

Supervisors and Administration must report all accidents immediately to the Department of Transportation and Risk Management.

All drivers involved in any motor vehicle accident or damage to an RPS vehicle must report to the Risk Management at the scheduled date.

All drivers allowed to continue using RPS vehicles will complete a course on RPS driving policy and guidelines. This course must be taken by the driver to correct the identified problem and ensure a commitment to meet the driver eligibility guidelines within a specified period (generally one year).

Any employee that has had more than two avoidable accidents and or citations in an RPS vehicle within one year will no longer be permitted to operate an RPS vehicle. This employee may be subject to termination.

Drivers with the following may be unsuitable for operating any RPS vehicle.

- A. Conviction for the following serious motor vehicle violations:
 - a. Operating under the influence of drugs, alcohol, or other impairment within the last 36 months
 - b. Failure to stop following an accident or "hit and run"
 - c. Homicide or manslaughter with a motor vehicle
 - d. Operating a vehicle while license under suspension
 - e. Participating in a speed contest or drag race
 - f. Fleeing or eluding a police officer
 - g. Reckless driving or driving to endanger
 - h. Use of a motor vehicle in the commission of a felony
 - i. Theft or use of motor vehicle w/out permission from the owner
 - j. Assault with a motor vehicle
 - k. Violations of state regulations on implied consent

- B. More than two convictions for motor vehicle moving violations (other than those listed in A above) during the previous 12 months. Violations may have occurred in either a commercial or private vehicle.

- C. Involvement in two avoidable (at fault) accidents during the previous 12 months. Violations may have occurred in either a commercial or private vehicle.

- D. Any combination of two incidents, (other than those listed in A above) accidents and violations within the previous 12 months. Violations may have occurred in either a commercial or private vehicle.

Annual In-Service Drivers

All operators of any RPS vehicle must complete an annual refresher course provided by the RPS Transportation Office and an annual review of their VADMV driving record will be conducted before the driver can operate an RPS vehicle. Drivers who fail to meet this requirement will be subjected to disciplinary action (i.e. car use privileges removed, probation, etc.).

This documentation should be agreed to and signed by the driver. This action should be documented in the employee's file.

Appendix A: Department of Motor Vehicles Request for Driving Record Transcript

Date: _____

Department: _____

Employee Name: _____

Employee ID # _____

DOB: _____

Virginia Driver's License # _____

I am an employee of, or have applied to become an employee of:

Richmond Public Schools

In a position that involves, or could involve, the operation of a motor vehicle owned and insured by Richmond Public Schools.

I, _____, authorize the Virginia Department of Motor Vehicles to furnish a copy of my Virginia Driving Record to the Department of Pupil Transportation of Richmond Public Schools under Section 42.2-2-208 of the *Code of Virginia*.

Appendix B: Richmond Public School Vehicle Fueling & Fuel Card Guidelines

1. Fuel cards are furnished for all vehicles and should remain with the vehicle it has been assigned to.
2. Fuel cards are for the expressed purpose of fueling Richmond Public Schools vehicles, buses, and equipment.
3. Under no circumstances is a fuel card to be used for personal vehicles.
4. Fuel cards should never be used to fuel any vehicle except the one to which it is assigned.
5. Fuel card PINs are confidential and are not to be shared with persons who have not been authorized to use the Richmond Public School's vehicle.
6. Fuel shall only be obtained at fueling stations with which Richmond Public Schools is currently contracted (see list below) *.
7. Contact Pupil Transportation's Operations Assistant Sheronda Tweedy-Campbell at scampbel@vaschools.net for the following:
 - New or replacement fuel card
 - Fuel card deactivation in the event an employee separates from RPS or no longer requires access to a fuel card
 - The fueling stations listed below are out-of-service

Any employee who engages in an unauthorized or improper use of a Richmond Public Schools fuel card will be subject to recommendation for disciplinary action.

James River Petroleum Fueling Stations

301 E 5th St, Richmond, VA 23224
3001 Bells Rd, Richmond, VA 23234
2730 W Leigh St, Richmond, VA 23220

Appendix C: Vehicle Sign-out Sheet

I accept full responsibility for the vehicle, keys, or fuel card(s) that are assigned to me while on loan from the Department of Pupil Transportation. I also agree to:

- Transporting any unauthorized person in the vehicle at any time is prohibited.
- Smoking is strictly prohibited inside the vehicle.
- It is prohibited to talk or text on a mobile device while driving the vehicle.
- All switches should be turned off before the vehicle is turned off. (Lights, radio, a/c, heat, etc.)
- Return the vehicle with a full tank of gas.
- Remove all debris and personal items at vehicle return. We are not responsible for abandoned items.
- Report all incidents and/or accidents IMMEDIATELY to your supervisor, and Risk Management
- In case of equipment failure, call (804) 321-0880 during office hours, after-hours call (804)243-5564 or (804)-243-2860.
- In case of emergency, call 911.
- DO NOT Exchange Information, Remain at the scene of the accident and wait for Richmond Police Department Report

Failure to adhere to the aforementioned could limit service to you and/or your department in the future. Thank you in advance for your cooperation.

Name: _____ Dept.: _____

Destination: _____ Return Date: _____

Vehicle ID#: _____ Smart Tag # _____ Gas Card # _____

Signature: _____ Date: _____