



## Vehicle Policy

Mesa County Valley School District 51 (the “District”) provides vehicles for employees to use while performing company-designated business according to the guidelines set forth. District owned, leased, or rented vehicles (“District Vehicles”) shall be strictly limited to business of the District. Use of District Vehicles for personal business is strictly prohibited.

### 1. Employment Requirements:

- a. During orientation, all new District employees are required to complete a Driver Authorization Form permitting the District the authority to obtain a copy of the employee’s Official Driving Record (“ODR”) from the Office of Motor Vehicles. Such records will be obtained at the time of hire and on an annual basis thereafter to ensure all requirements are met to be authorized to drive.
  - b. Employees must provide to the Human Resources Department (“HR”) a copy of their Colorado driver’s license. Employees possessing an out-of-state driver’s license at the time of hire will be required to complete an authorization allowing motor vehicle officials in their home state of residency to provide information including but not limited to their state’s ODR.
  - c. All drivers must satisfactorily complete the defensive driving course required by the District at the time of employment by District 51, in addition to watching/training on the District’s required driving video’s on an annual basis thereafter or as otherwise required.
  - d. Employees who drive or may be required to drive on official District business must maintain safe driving records. Drivers who fail to meet the District’s insurability standards will not be allowed to drive for District business. [D51 Insurability Standards](#).
  - e. All employees operating District Vehicles are required to have a current, valid, and properly classified Colorado driver’s license.
2. Passengers and Content: Unless specifically authorized by the District, employees may not have animals or unauthorized riders, including without limitation, family members, spouses, significant others, or friends, while driving if the employee is using a District Vehicle or conducting District business. All passengers must wear a seatbelt as required by law. Employees may not have alcohol, controlled substances, or dangerous/illegal weapons in District Vehicles.

### 3. Vehicle Maintenance/Security:



- a. Employees shall perform weekly inspections of District Vehicles. Employees are required to complete the standardized vehicle inspection checklist after each inspection. Such checklists will be returned to the garage or submitted on-line with the QR code by the end of every week.
  - b. District Vehicles must be maintained in compliance with law (lights, mirrors, horns, etc.) and display current safety inspection stickers and license plates. If a District Vehicle is not in compliance or missing safety inspection stickers or license plates, the employee must immediately notify a mechanic in the D51 Garage.
  - c. District Vehicles are to remain locked and parked in the designated area within the District parking area when not in use. On-call or security vehicles taken home must also be locked while not in use.
  - d. Employee drivers are responsible for removing all trash and personal belongings from District Vehicles after use. District Vehicles shall remain clean and be washed on a regular basis.
  - e. Employee drivers are responsible for maintaining at least a quarter tank of gas in District Vehicles at all times. District Vehicles are not to be turned in after use with less than one-half tank of gas. Student Transport vehicles must be returned with a full tank of gas.
  - f. Employee drivers are not permitted to smoke, regardless of the device used, while operating a District Vehicles. District Vehicles are to remain free of smoke or any other chemical or accompanying smell created by a smoking device.
  - g. Maintenance or security problems or concerns regarding District Vehicles are to be documented and reported immediately to the designated fleet liaison. In the event of a District Vehicle breakdown or required emergency repairs, a District mechanic is to immediately be contacted for guidance. 970-254-5219 (Day) 970-261-5084 (on-call)
4. Emergency Equipment: District Vehicles will be equipped with emergency equipment, including but not limited to, a fire extinguisher, spill kit, and first aid kit. These items will be readily accessible and in proper working condition. Employees shall inspect the emergency equipment to ensure they are in proper working order prior to operating a District Vehicle. If it appears that any of the emergency equipment is missing or not in proper working order, employees shall immediately notify a District mechanic 970-254-5219.



5. Fleet Liaison: Each Department within the District is responsible for designating a Fleet Liaison. The Fleet Liaison shall ensure that Vehicle Checklists are completed weekly for each District Vehicle in their department. The Fleet Liaison will also ensure District Vehicles undergo scheduled and regular maintenance (oil, fluid, inspections, tire checks, etc.) as recommended by the manufacturer. Drivers are responsible for scheduling maintenance appointments with the Transportation.
  
6. Telecommunication Devices: In compliance with the Driver Safety Program, unless the vehicle is lawfully parked, use of a wireless telecommunications device while operating a District Vehicle is prohibited. This includes but is not limited to: writing, sending, or reading a text-based message, e-mail, reading or posting to social media, taking photographs or video recordings, and/or engaging in a call (on both hand-held and hands-free devices). Texting and emailing while driving can be charged by law enforcement as a moving violation. Any such violation is a reportable offense. Reporting traffic accidents, medical emergencies, serious road hazards, situations in which the employee believes his/her personal safety is in jeopardy, and use of such a device is necessary to avert the perpetration of a criminal act is an exception to the policy.
  
7. Vehicle Operation and Monitoring:
  - a. District Vehicles are equipped with a Global Positioning System (“GPS”) which monitors vehicle operations including, but not limited to speed, location, idle times, and routes.
  
  - b. The transportation coordinator, or their designee(s), is required to do a weekly review GPS data to determine whether employees are operating District Vehicles safely within reasonable proximity of assigned work locations, efficient travel routes are being utilized, work activities are being planned efficiently, and reported activities correspond with designated work hours and assigned duties. Operation of a particular District Vehicle may be assessed at any time for business reasons. Employees shall have no expectation of privacy while operating or riding as a passenger in a District Vehicle.
  
  - c. To effectively monitor vehicle operations, the District, or its designee(s), will monitor GPS on a random basis, to access, execute, and review certain reports from the GPS Insight system for District 51 vehicles assigned to their Department. Required reports include the monitoring of idle times, speeding, hours of vehicle operation, and proper functioning of the GPS device. The GPS data reports which require review and the frequency to review are as follows:
    - i. Fleet Utilization Report – Quarterly (subject to change)



- ii. Posted Speed Report – Quarterly (subject to change)
  - iii. Odd Hours Report – Quarterly (subject to change)
  - iv. Idle Summary – Quarterly (subject to change)
  - v. Performance Report – Quarterly verification of GPS Monitoring device reporting
  - vi. Seat belt utilization
- d. When GPS monitoring reveals that an employee may have engaged in conduct in violation of this policy or acceptable business practices, the District department supervisors shall evaluate all relevant information, including input from the employee. In determining whether corrective action is warranted, consideration shall be given to the nature, severity, and frequency of the violation(s). Disciplinary action shall be the recommended course of action for the following:
- i. Reporting work hours on time statements that are inconsistent with GPS data;
  - ii. Reporting work activities on work logs/reports that are inconsistent with GPS data;
  - iii. Excessive idling which results in excess fuel usage;
  - iv. Excessive Speeding;
  - v. Use of a District Vehicle beyond authorized work hours;
  - vi. Use of a District Vehicle for personal reasons; and
  - vii. Use of a District Vehicle beyond the geographical limits reasonably required to perform assigned job duties.

#### **termination**

- e. Employees are hereby informed that a “zero tolerance” approach will be taken and termination will be the recommended disciplinary action for any identified attempt to remove, disable, or otherwise tamper with a GPS device installed on a District Vehicle.

#### **8. Speeding/Traffic Violation/Citations:**

- a. The GPS units allow speed alerts set for specific roads. Employee drivers are required to obey all traffic laws, at all times, including without limitation, the posted speed limits (never higher than 75 mph), unless the road conditions require a reduced speed. Employees shall not exceed the speed limit by “5” mph or more.
- b. Employees are required to notify the Transportation Coordinator at the beginning of the employee’s shift after they have been issued a citation for a moving violation/citation (any violation with “points” attached), including without limitation, loss of driver’s license. Employees are personally responsible for traffic and parking ticket fines, except those due to the condition of a District Vehicle (such as expired inspection sticker).
- c. Employees shall not operate a District Vehicle if their license has been suspended,



revoked, restricted, or denied. Notification that the employee's driver's license is suspended, revoked, restricted, or denied or under threat of the same for any reason that would cause the driver to no longer meet District insurance requirements. If an event automatically disqualifies an employee from driving (i.e. suspension or revocation of driver's license), the appointing authority shall immediately terminate the employee's driving privileges until the reason for the disqualification is rectified.

- i. Any employee who is unable to perform the routine job functions of his/her position due to the temporary or permanent loss of driving privileges may be removed from their driving position. Where possible, and in furtherance of the overall interests of the District, job restructuring or employee reassignment to a position which does not require driving may be available.
  - d. All state rules and regulations regarding operating a motor vehicle must be followed at all times.
9. Accidents: Any accident involving a District Vehicle, no matter how minor it may be, must be immediately reported to law enforcement, the Transportation Coordinator, and/or Risk Management. Any employee involved in an accident while operating a District Vehicle or a personal vehicle on District business shall be required to submit to drug and alcohol testing in accordance with Board Policy EEAEAA-R Drug and Alcohol Standard and Testing for Drivers.

<http://www.mesa.k12.co.us/board/policies/documents/eeaeaa-r.pdf>

10. Reportable Events: The following must be reported to the District's Transportation Coordinator.
- a. Arrest for any moving violation when operating a District Vehicle or while operating a personal vehicle on District business.
  - b. Diagnosis of any physical, mental, or other medical condition which impairs the employee's ability to safely operate a vehicle or which could result in suspension of driving privileges for any period of time (i.e. seizure disorder, sight impairment, immobility). The employee shall report this information to HR. This information will be handled with appropriate concern for confidentiality and in compliance with prevailing law.
  - c. Use of medications which cause drowsiness or impair the employee's ability to safely operate a motor vehicle. The employee shall report this information to HR. This information will be handled with appropriate concern for confidentiality and in compliance with prevailing law.



11. Discipline and Termination: Since the primary purpose of this policy is to enhance employee and public safety, all failures to comply with the requirements of this policy will be viewed as serious safety violations. Any employee failing to comply with this policy will be subject to disciplinary action, up to and including, termination. If at any time an employee has questions concerning this policy they should contact the employee's supervisor, HR, the District's Risk Manager, or the District's Transportation Coordinator.

12. The Undersigned acknowledges that:

- a. I have received a copy of Driver's Policy (the "Policy").
- b. I agree to comply with the rules and regulations as described in the Policy.
- c. It is my responsibility to read, understand, and follow this Policy and seek clarification from management of any questions or concerns I may have.
- d. I understand that the District may from time to time change the Policy without prior notice to or approval from employees, and I will be required to comply with such changes to the Policy.
- e. **I understand and agree that the information contained in the Policy does not constitute an employment contract between the District and myself and that such information cannot create an employment contract between the District and myself.**

DATED this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE