

District-Owned Vehicles Procedures

The Board adopts this procedure to establish guidelines, obligations, and expectations of employees who, within the scope of their employment, have occasion to operate District-owned vehicles and equipment, or personal vehicles for official District purposes.

Definitions

"Equipment" for purposes of this procedure means utility vehicles, and construction and lawn equipment.

"Vehicle" for purposes of this procedure means buses, vans and passenger vehicles, and maintenance and delivery trucks.

District-Owned Vehicles and Equipment

Authorization for Use

Lakeland Joint School District employees shall operate District-owned vehicles and equipment only when the employee:

1. Is authorized by their position and/or supervisor to act as the operator of a vehicle or piece of equipment;
2. Holds a valid Idaho operator's license for each class of vehicle or piece of equipment they are approved to operate. The District may verify license status by checking motor vehicle records; and
3. Has demonstrated to the supervisor's satisfaction that they are qualified to operate the vehicle or piece of equipment.

Responsibilities of Vehicle or Equipment Operator

Employees operating District-owned vehicles and equipment shall:

1. Inspect vehicles or equipment before operating to ensure the vehicle or equipment will function in a safe manner;
2. Refrain from eating or engaging in other activities which may distract an individual from safely operating a vehicle or piece of equipment;
3. Refrain from tobacco/nicotine use as required by Policy 5310.

4. Operate such vehicles and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use;
5. Pull off to a safe area and stop driving to use a cell phone in a vehicle;
6. Be personally responsible for traffic fines, court appearances, and other personal judgment or penalties arising from their violation of traffic laws while operating such vehicles or equipment;
7. Not operate any vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of equipment;
8. Return vehicles and equipment daily to the District facility designated for that vehicle or piece of equipment unless it is taken to the operator's residence as authorized in this procedure;
9. If the vehicle or piece of equipment is taken to the operator's residence, the operator shall ensure the vehicle or equipment is made available for routine maintenance as well as unscheduled maintenance when required;
10. Report any loss, redaction, or suspension of their operator license or endorsements status to their supervisor as soon as they are notified of the licensing status change;
11. Report all accidents immediately to your direct Supervisor to ensure the accident is reported to the District's insurance carrier. All Commercial Driver's License holders shall comply with federal and state laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their direct supervisor;
12. Use of District fueling facilities, maintenance and repair facilities, and supplies shall be limited to District-owned vehicles and equipment only; and
13. Be evaluated in connection with their use of vehicles and equipment as part of their annual job performance review.

Prohibited Conduct of Vehicle/Equipment Operator

Any employee involved in one or more of the following circumstances while operating District-owned vehicles and equipment will immediately lose their operational authorization:

1. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance;
2. Operating any vehicle or piece of equipment while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug;

3. Use of any vehicle or piece of equipment for illegal or unauthorized purposes;
4. Operating a vehicle or piece of equipment in a manner which endangers the safety or life of others;
5. Any negligent use of vehicles or pieces of equipment.

Any employee who has engaged in any of the items listed in the above section of this procedure, regardless of whether it occurred while operating a District-owned vehicle or piece of equipment, may be permanently prohibited from operating District-owned vehicles and equipment, and/or subject to disciplinary action, up to and including termination.

Emergency Callout

In specific instances, the Superintendent and/or department directors may establish specific positions and/or classes of employees who are subject to emergency callout. These employees or classes of employees may be assigned a District-owned vehicle to keep at their personal residence in order to more quickly respond to emergency circumstances. Employees so designated, may be changed at any time by the Superintendent and/or department director without consultation or negotiation with the affected employee or classes of employees. When an employee is designated to have a District-owned vehicle at their residence for emergency callout use, the vehicle shall not be used for personal purposes.

Disposal of District-owned Vehicles and Equipment

All vehicles and equipment shall be disposed of only by sales events and methods which are approved by the Board and by rules adopted by the State for disposal of District property. Each sales event must be approved individually by the Board. Revenue received from the sale of District-owned vehicles, equipment or school buses will be placed in a separate account and used only for the purchase of supplanting the disposed asset.

Accident Management Procedures

Lakeland Joint School District establishes the following guidelines for reporting, investigating, and documenting all accidents, collisions, and incidents involving District-owned vehicles and equipment:

1. All accidents, collisions, or incidents (including vandalism) involving District-owned vehicles, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the driver's direct supervisor. Failure to report an accident shall be cause for disciplinary action;
2. Drivers shall report all school bus accidents to local school authorities and the appropriate law enforcement agency in accordance with Title 49, Chapter 13 of Idaho Code. Subsequent to the accident or incident, a Uniform School Bus Accident/Injury or appropriate Incident Report Form shall be completed by the driver or transportation supervisor and submitted to the State Department of Education within 15 days.

3. An employee involved in any accident while operating District-owned vehicles or equipment are required to submit to a drug and alcohol test. Failure to submit to a drug and alcohol test, or testing positive for drug or alcohol use, shall be subject to disciplinary action, up to and including termination;
4. An accident report shall be completed within 24 hours of any accident regardless of the amount of damage sustained to any District-owned vehicle or equipment;
5. All accidents shall be investigated by the Superintendent;
6. All accidents involving any personal injury and/or accidents for which the estimated damages exceed \$1,000 shall be reviewed by District administration;
7. District administration shall hold a meeting to determine if the accident was preventable or non-preventable;
 - A. The driver involved in the accident has the right to attend the meeting to explain the situation and answer questions;
 - B. Human Resources Director shall inform the driver of determination and;
 - C. An employee may appeal District administration determination as outlined in Policy 5250, Staff Grievances.
8. Administrative actions shall be as follows:
 - A. If the accident was non-preventable, a statement to that effect shall be included in the employee's personnel file and attached to the accident report.
 - B. If the accident was preventable, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident, and service record of the employee.

Procedure History:

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