

SCHOOL-OWNED VEHICLES

Official Use of GCDSD Motor Vehicles

While operating a GCDSD motor vehicle, employees must have in his/her possession:

- a. A valid driver's license.

Employees who operate GCDSD motor vehicles are responsible for the safe and proper operation of the vehicle, to include:

- b. When returning a vehicle, ensure that the transportation department is informed about any operational issues.
- c. All occupants must use their seat belts when the vehicle is in motion.
- d. Locking and securing the vehicle when it is not in use, preferably in a well-lit area.
- e. Observing and obeying traffic and parking regulations (vehicle operators are responsible for all fines associated with traffic and parking violations)
- f. Must park the vehicles to use hand-held wireless phones or other wireless devices. Use of these devices while operating the vehicle is prohibited. (If the operator of a GCDSD motor vehicle is ticketed or involved in an accident due to the use of a hand-held phone or other device, the operator will be fully responsible for vehicle damage and/or any legal action that may result)
- g. Employee willful misuse or negligence, while operating a GCDSD vehicle, is subject to disciplinary action which may include reprimands, suspension, or removal.
- h. Report any GCDSD vehicle accident (and resulting injuries) to the Transportation director and state and local authorities as required.

Grand Coulee Dam School District

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