San Bernardino County Superintendent of Schools
Procedure 3544.1

Operating County Schools Vehicles

Vehicle Information

1. The following information is located in the glove compartment of each SBCSS vehicle:

    a. Proof of insurance
    b. Registration
    c. Vehicle Accident Report – to be filled out by the driver in event of an accident

Driver and Passenger Requirements

All personnel, including substitute employees, who drive SBCSS vehicles are required to undergo an annual Department of Motor Vehicles (DMV) license check and provide proof of insurance at levels required by SBCSS.

Individuals will not be authorized to drive any SBCSS vehicle for a period of 12 months from the date SBCSS receives notification if any of the following occur:

a. The individual receives 4 points within a 12-month period, 6 points within a 24-month period, or 8 points within a 36-month period, as defined by the California Department of Motor Vehicles;
b. The individual is convicted of any moving violation misdemeanor within the last 3 years;
c. The individual is convicted of any moving violation resulting in a felony conviction within the last 10 years; or
d. The individual's driver's license is invalid, suspended, or revoked.

If an employee's position requires that they operate a vehicle in the performance of their duties, and are in violation of items outlined above, disciplinary action may be taken up to and including termination.

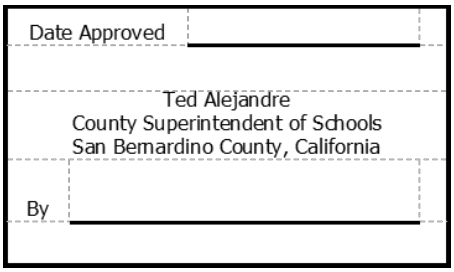
Driver and Passenger Responsibilities:

1. Drivers and passengers shall wear safety belts in accordance with the law. Drivers transporting students shall follow SBCSS Policy 3541.2.
2. Drivers have a responsibility to act in a professional manner while operating a SBCSS vehicle.
3. The failure of a driver to obey all applicable traffic laws, including state and local parking laws, while driving a SBCSS vehicle may result in suspension or revocation of the driver's SBCSS vehicle operator privilege. If such laws are violated, the driver is responsible for promptly paying all penalties. All traffic citations or parking tickets received while operating a SBCSS vehicle shall be the personal responsibility of the individual that received them.

Drivers and Passengers are prohibited from the following while in a SBCSS vehicle:

1. Using any type of tobacco product.
2. Using a hand-held cell phone when operating a SBCSS vehicle. Cell phone use is restricted to a "hands-free" device except in the case of an emergency. If a call must be made, personnel should use an earpiece or Bluetooth device or pull over to a safe location prior to placing or receiving a call.

Optional Assistance Tools

1. An organizational credit card may be issued when a vehicle is being used for long trips or multiple days. The organizational credit card may be used for fuel, oil, tire repairs, installation of tire chains, emergency replacement of fan belts, windshield wipers, lamps and other minor emergency repairs. A credit card is available from Facilities Management and may be issued when keys are picked up.
2. A FasTrak pass (91 Express Lane) is available for checkout through Facilities Management on a first-come, first-serve basis. If the pass is to be used while traveling in a personal vehicle while on company business, personnel must provide the make, model, and license number of their vehicle when checking out the FasTrak pass.

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