

  
3/14/2025

School Board of the City of Virginia Beach  
Regulation 3-80.3

**BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

**Motor Vehicle Operation**

**A. Generally**

School Board employees operate numerous licensed vehicles owned or leased by the School Board. To ensure that all employees are safe and all vehicles are used appropriately, School Board owned or leased vehicles shall be used only for official business and only by persons authorized by the Superintendent or designee and who have been properly trained to operate such vehicles. This regulation provides guidance for all Virginia Beach City Public Schools (VBCPS) employees assigned a School Board vehicle or who drive their own personal vehicles while conducting School Division Business. Department of School Division Services employees have additional requirements contained in this Regulation that may not apply to non-Department of School Division Services employees.

**B. Specific Driving Criteria and Guidelines**

1. New ~~Department of School Division Services-VBCPS~~ Employees

The following minimum qualifications and/or guidelines are to be met in order for Department of School Division Services newly-hired employees to operate a School Board owned or leased vehicle. Failure to meet the below criteria will prohibit new hires from being assigned the use of School Board owned or leased vehicles:

- a. Two (2) years of driving experience;
- b. A valid, properly classified Operator's or Commercial Driver's License. This license must be kept in the possession of the operator at all times while driving;
- c. No Four (4) Demerit Points or more; ~~No three/four/six point~~ reckless driving violations on a Department of Motor Vehicle transcript. Other offenses will be judged as to the severity of the violations by the appropriate Department Director;
- d. No motor vehicle record of reckless homicide or involuntary manslaughter;
- e. No convictions for driving under the influence of drugs and/or alcohol within the past three (3) years. Charges taken under advisement or continued for final disposition may be treated as convictions by the Department Director;

- f. Moving traffic violations convictions (other than set forth in B1c-e) should not exceed the maximum of:
  - 1) 2 in the last 12 months;;
  - 2) 3 in the last 24 months;; ~~or~~
  - ~~3) in the last 4 years;~~
- g. Successfully completing the 446-hour Defensive Driving Training Course ~~and vehicle; before operating a School Board vehicle; and~~
- h. Annually authorizing the School Administration to obtain an abstract of their driving record or personally providing such abstract from the state issuing their Operator's or Commercial Driver's License. This procedure will be performed through the Office of Transportation. Coordinator of Transportation Services or designee will review DMV transcripts monthly for all personnel who possess a CDL. Transcripts must be less than 1 week old.

## 2. Current Employees

Current Department of School Division Services employees must maintain the same qualifications and conditions set forth in B. Any current employee who violates the conditions set forth in B must complete the Defensive Driving Training Course within thirty (30) days and/or may be subject to disciplinary action up to suspension of driving privileges and/or termination.

## 3. Notification of traffic violation or change in license status

- a. Employees who operate School Board owned or leased vehicles (as a component of their assigned responsibilities) shall notify their supervisors of the suspension, restriction or revocation of their Operator's or Commercial Driver's Licenses by the next working day. Failure to provide the required notice may result in disciplinary action and/or termination.
- b. Employees who operate School Board owned or leased vehicles (as a requirement of the performance of their duties) shall notify their supervisors of any traffic citation received while operating a School Board vehicle by the next working day. Failure to provide the required notice may result in disciplinary action and/or termination.
- ~~e. Failure to timely notify an employee's supervisor of a traffic violation or change in license status constitutes a separate violation~~

~~from any discipline or penalty imposed due to the traffic violation or license change.~~

~~d.c.~~ When an employee has provided notification of the suspension, restriction or revocation of his Operator's or Commercial Driver's License, the department head shall consult with the Executive Director of the Office of Transportation Services and the Chief Human Resources Officer, to determine the circumstances, if any, under which the employee will be permitted to continue or resume the operation of School Board owned or leased vehicles.

4. Assignment and operation of School Board vehicles

a. The Superintendent or designee shall be responsible for the assignment of School Board owned or leased vehicles for use in conducting School Division business.

~~b.~~ The operation of School Board owned or leased vehicles shall be limited strictly to the conduct of official School Division business or for public purposes within the scope of the duties of the authorized driver. Not every example of "scope of duties" can be listed. The following serve as guidelines:

1. Day-to-day activities of the School Division.

2. Meetings, Seminars, training approved by Department Supervisor.

~~b.c.~~ Unauthorized guests or employees may not travel in School Board owned or leased vehicles.

~~d.~~ Smoking and use of vaping or e-cigarette products is prohibited in all School Board vehicles.

~~e.e.~~ All occupants of School Board owned or leased vehicles shall wear safety belts while the vehicle is in operation. Students on school buses are exempt from this requirement. Additionally, all employees driving personally owned or leased vehicles for School Division business shall wear safety belts.

5. Alcohol, drugs, weapons, and other unauthorized materials or things

a. Alcohol, drugs, weapons and other unauthorized materials or things (living or dead) may not be transported or possessed in School Board vehicles.

b. Operation of School Board-owned or leased vehicles by employees impaired by or under the influence of intoxicants or drugs is

absolutely prohibited. Any such operation is an unauthorized use and the operator will cease to be a permissive user of the vehicle and the operator will not be protected by any insurance or self-insurance provided by the School Board.

6. Take Home Vehicles

- a. School Board owned or leased vehicles shall not be taken home on a regular basis except as authorized by the Superintendent or designee, and in accordance with the procedures set forth in Section D of this regulation. Employees authorized to take home School Board owned or leased vehicles will be subject to applicable IRS requirements.
- b. To apply for authorization to take home a vehicle on a regular basis, an employee must fill out a Justification for a Take Home Vehicle form, and submit it through his Department Director. The Director shall indicate approval or disapproval and, if approved, forward it to the Office of Transportation Services for final action.
- c. One of the three following requirements must be met in order to obtain approval to take a vehicle home on a regular basis:
  - 1) The employee must be required to answer emergency calls or perform work-related functions away from the assigned work place at least twice a week before or after normal working hours;
  - 2) There is a need for the employee to have access to a specially equipped vehicle in order to fulfill departmental missions; or
  - 3) There is a rapid or immediate response time requirement for the employee's service.
- d. When the employee is authorized to take home a School Board owned or leased vehicle, the employee's Department Director shall contact the Office of Business Services, Payroll Division, to report such authorization and to supply all related information required by IRS regulations.
- e. If an employee is scheduled to be out of work for more than three days, the Department Director may require that the vehicle assigned to the employee be returned to the work site for utilization during ~~his~~ the employee's absence.

- f. A list of vehicles authorized for take home use shall be submitted by each department to the Director of the Office of Transportation Services ~~by December 1.~~
- g. Take home vehicles may not be used for personal business during off duty periods. Unauthorized persons may not operate or be transported in School Board vehicles while the vehicle is on take home status.
- h. Authorization for take home vehicles may be revoked at any time without cause. Employees do not have the right to contest a decision to authorize or revoke a take home vehicle.

7. Reporting vehicular accidents and care of vehicles

- a. The procedures as set forth in the VBCPS Accident Reporting and Investigation Regulation, School Board Regulation 3-56.1, shall be followed in the event that a School Board owned or leased vehicle is involved in an accident. ~~If the crash happens in the Hampton Roads area, these are the procedures to follow:~~
  - 1. All crashes "no matter how minor" must be reported immediately. Crashes can be reported to the Transportation Dispatch Office from 5:00 a.m. to 5:00 p.m. On school days call (757)263-2935 from 5:00 p.m. to 7:00 p.m. or call (757)263-2949 after 7:00 p.m., On weekends or on holidays contact the Virginia Beach Police Department at (757)385-5000.
  - 2. If the crash is reported to the Transportation Department Dispatcher, they will be responsible for notifying the police, rescue if necessary, and other agencies that need to be informed, including the Crash Investigator who works within the Office of Risk Management.
  - 3. Do not move the vehicle until authorized by either the police, Crash Investigator or Transportation Supervisor, unless leaving the vehicle in place would cause a greater hazard. A Crash Investigation or Transportation Supervisor is normally sent to all crashes.
  - 4. If emergency triangles or flares are in the vehicle they must be properly placed.

5. While waiting for the police and a supervisor to arrive, get the bus/vehicle passenger names and phone numbers of all passengers in the School Board vehicle.
  6. If there are any witnesses make certain to obtain their names, addresses and phone numbers. Encourage the witness or witnesses to wait until police arrive.
  7. Talk to no one about the crash except police, Transportation Supervisor, or the Crash Investigator. Do not be argumentative.
  8. Once the Crash Investigator or Transportation Supervisor arrives, they will collect information to ensure a complete and accurate report is compiled and filed with the appropriate agencies.
- b. If the crash happens outside of the Hampton Roads Area, these are the procedures to follow:
1. All crashes must be reported to the local police immediately. Follow all the directions of the local police.
  2. Ensure you get all the information about the other driver, passengers in vehicle and any other vehicle. Take pictures if you have a camera, get a witness name and phone number.
  3. As soon as possible notify the Transportation Department Dispatcher who will notify the Crash Investigator and an administrator from your school or department.
  4. Upon return of the vehicle and/or driver to Virginia Beach, all information must be given to the Crash Investigator within the Risk Management department, so that insurance claims can be filed, vehicle assessed for damage and repairs made to the damaged School Board vehicle.
- a.c. Employees shall not alter or add any equipment to a School Board owned or leased vehicle without authorization from the Director of the Office of Transportation Services or designee or the Fleet Manager.

~~b.d.~~ School Board owned or leased vehicles shall be taken to the maintenance garage designated by the Director of the Office of Transportation Services or designee for preventative maintenance as determined by the ~~VBCPS~~ Fleet Manager.

~~e.e.~~ Employees must report damage or vandalism to a School Board vehicle to their supervisors as soon as practicable. Employees may be held responsible for damage caused by the employee or any unauthorized person whom the employee allows to access the vehicle. Theft of vehicle should be immediately reported to the Police Department and then to the employee's supervisor.

8. Use of equipment or technology while operating vehicle

- a. ~~Employees are not permitted to use pagers, radios, digital assistants, compact disk players, tape players, handheld electronic games, televisions, DVD players or video machines, laptop computers or other electronic equipment while operating a School Board owned or leased vehicle. Employees are not permitted to use handheld electronic communication devices while the vehicle is in motion. Before utilizing an electronic communication device such as a cell phone, pocket PC or portable radio, the operator of the vehicle will park in a safe location off the road. "Off the road" means a parking area and not an emergency lane. The use of 2-way radios in vehicles is permitted while in motion.~~
- b. ~~Cell phones may be used while driving, but only in limited work-related use, to report an accident, car trouble or if there is imminent danger. Every effort should be made to pull out of traffic when cell phone use is necessary. The Regulation also applies to School Board employees during the time they are utilizing their personal vehicles for School Board Business. The Regulation applies whether or not the communication device is School Board issued or personally owned.~~
- c. Any employee involved in a vehicle incident while performing School Division duties resulting from the use of such devices will be subject to disciplinary action.
- d. Cell phones shall not be used around other materials that generate flammable or explosive fumes or dust (i.e. filling stations). Cell phones that light up when switched on or when they ring release enough energy to provide a spark for ignition.

C. Training

1. All ~~VBCPS Department of School Division Service~~ employees assigned a School Board owned or leased vehicle must complete a mandatory Defensive Driving

Training Course (by classroom or online) before they can operate a School Board owned or leased vehicle (this excludes School Bus Drivers). This course is valid for four years and must be retaken every four years thereafter. Each department supervisor shall ensure all employees in the department have a valid Defensive Driving Card. Failure to maintain current certification may result in loss of driving privileges and/or disciplinary action.

2. The Defensive Training Course will be conducted by the Office of Risk Management. ~~Occupational Safety Department of the City of Virginia Beach~~. Training classes will be held on a monthly basis or as necessary.

#### **D. Transportation Crash Review Board**

1. All ~~VBCPS Department of School Division Services~~ employees are subject to and will cooperate with investigation and review by the Transportation Crash Review Team Board.
2. The Transportation Crash Review Board meets once a month to examine the circumstances of each school-related vehicle crash. The Transportation Crash Review Board will determine whether the crash was preventable or non-preventable and will report its findings to the involved party in a Notification Letter. A "Preventable Crash" is one in which the driver failed to do everything reasonably possible to prevent the crash. A "Non-Preventable Crash" is one in which the driver did everything reasonably possible to prevent the crash.
3. If the Transportation Crash Review Board determines that the crash was non-preventable, no corrective action is required.
4. If the Transportation Crash Review Board determines that the crash was preventable, the employee must attend training that will reinforce safe driving concepts. Participation in the following corrective actions will be required throughout employment:
  - a. For Operators of Non-Student Transportation Vehicles
    - 1) 1st Preventable Crash: Employee must attend a ~~six~~ four - hour Defensive Driving Refresher Course covering topics such as common driving errors, defensive driving techniques, and awareness of surroundings. Employees will be paid for attending this training.
    - 2) 2nd Preventable Crash (within a five year period): Employee must attend an eight-hour Saturday Defensive Driving Course.
    - 3) 3rd Preventable Crash (within a five year period): Employee's driving record will be reviewed by a Personnel Review Committee. The Personnel Review Committee will

consist of ~~the Director of the appropriate department, a Transportation Crash Inspector, and the employee's supervisor.~~ the Executive Director of Transportation, a Coordinator, an Area Supervisor and the Risk Manager.

b. For Operators of Student Transportation Vehicles

- 1) ~~A list of school bus driver corrective actions can be found in the Transportation Operations Manual. The Remedial Training for school bus drivers' corrective actions can be found in the Transportation Operations Manual.~~
5. All preventable crashes can be appealed to the Transportation Crash Review Board up until ~~three~~two months after the date of the Notification Letter. After that date, no appeals will be accepted.

**E. PHOTOSafe Program**

1. PHOTOSafe is a City of Virginia Beach community safety program implemented with the intended goals of reducing the number of red light running violations, multiple vehicle crashes and serious injury crashes at traffic signals. The School Board requires that all School Board-owned or leased vehicles be driven in a safe prudent manner, obeying all the laws of the City and the Commonwealth of Virginia. To ensure School Board owned or leased vehicles are operated properly, drivers will be accountable for their actions.
2. School Board owned or leased vehicles determined to be in violation of Virginia Beach City Code 21-300, as amended, by the PHOTOSafe Program, shall be referred to the respective Department Director and the Transportation Crash Review Board.
3. ~~A notice of violation shall be provided to the Office of Transportation within ten (10) days from the date of the violation.~~
- 4.3. When a School Board owned or leased vehicle is identified in a PHOTOSafe violation, a Virginia Beach City Police Department representative will notify the Office of Transportation Services.
5. ~~In the event the operator of the School Board owned or leased vehicle in question cannot be identified, a written summary of the finding shall be forwarded to the Office of Transportation.~~
- 6.4. The Transportation Crash Review Board will review PHOTOSafe violations in the same manner as any other transportation incident that comes before it for review.

~~7.5.~~ The Transportation Crash Review Board shall review the matter using current procedures similar to other events brought to its attention as outlined in Section D of this regulation.

~~8.6.~~ The identified School Board driver of the vehicle will be responsible for the monetary fine and costs related to the PHOTOSafe violation and the employee will provide ~~his/her~~ the department Director or ~~P~~principal the appropriate documentation of payment, such as canceled check, money order or receipt. Failure to pay the fine and costs may result in disciplinary action, up to and including dismissal.

#### **F. Vehicle Monitoring System**

1. School Board owned or leased vehicles may be equipped with a vehicle monitoring system device. This device provides data on the physical location of the vehicle at any given time. The purpose of implementing this vehicle monitoring system is to:
  - a. Improve driver behavior and reduce speeding;
  - b. Monitor unauthorized usage;
  - c. Prove fault in automobile crashes;
  - d. Provide vehicle maintenance updates; and
  - e. Protect mobile assets against theft.
2. Select Department of School Division Services Supervisors shall be provided access to the vehicle monitoring system to create reports, conduct use or speed investigations, perform utilization analysis or other functions on an as needed basis.
3. The vehicle tracking system also advises the Office of Transportation Services when a tracking unit becomes disabled for any reason. Upon discovery, Transportation Services will notify the department to immediately recall the unit for repair.
4. Any employee who tampers with the device, who attempts to prevent the device from functioning properly, or who attempts to affect the accuracy of the information collected, will be subject to disciplinary action, up to and including termination.

#### **Related Links**

School Board [Regulation 3-56.1](#)

Adopted by Superintendent: April 7, 2000  
Revised by Superintendent: July 2, 2002  
Revised by Superintendent: August 2, 2005  
Revised by Superintendent: March 2011  
Revised by Superintendent: October 7, 2011  
Scrivener's Amendments: September 6, 2013

Amended by Superintendent: 2025

APPROVED AS TO  
LEGAL SUFFICIENCY

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