

Hoke County Schools Fleet Vehicle Use Procedures

Hoke County Schools owns motor vehicles that are made available to certain Hoke County Schools' employees for work related travel (the "Fleet Vehicles" or "Fleet"). Hoke County Schools' Fleet does not include any state-owned vehicle like school buses or yellow school bus maintenance vehicles. These procedures apply to the use of any Fleet Vehicle by all Hoke County School employees approved and authorized to use or operate a Fleet Vehicle.

Approved Drivers

Only Hoke County Schools' employees approved by the Assistant Superintendent of Human Resources may use or operate Fleet Vehicles ("Approved Drivers").

To be eligible to become an Approved Driver and use or operate a Fleet Vehicle, a Hoke County Schools' employee must meet all of the following criteria:

1. The employee has a legitimate work-related need to access a Fleet Vehicle. Such work-related need must be supported by the Assistant Superintendent of Operations and Information or his/her designee.
2. The employee is at least 18 years of age.
3. The employee has at least one year of experience in the class of vehicle for which they are seeking approval to use and operate.
4. The employee meets all driver's licensing requirements of the State of North Carolina.
5. The employee meets all Hoke County Schools' driving history standards.

An employee will be deemed ineligible to use or operate a Fleet Vehicle if, within the last five (5) years, the employee has had any of the following:

1. Any drug conviction;
2. Any felony conviction;
3. His/her automobile insurance canceled, declined, or non-renewed due to the employee's driving history;
4. His/her driver's license has been suspended or revoked, for any reason;
5. Conviction of three (3) or more speeding violations or one (1) or more serious motor vehicle violations; or
6. Involvement in two (2) or more chargeable accidents.

To become an Approved Driver of a Fleet Vehicle, a copy of an employee's Motor Vehicle Report (MVR) shall be obtained and reviewed by Human Resources prior to the employee receiving authorization to use or operate a Fleet Vehicle. Human Resources shall periodically order and review MVRs for all employees authorized to be Approved

Drivers. An employee's MVR will become part of his/her personnel file and shall be maintained by the Human Resources Department.

All employees authorized as Approved Drivers shall report any moving violation to the Assistant Superintendent of Human Resources within twenty-four (24) hours. Moving violations or an employee's failure to report a moving violations may subject the employee to disciplinary action, up to and including dismissal or termination.

Use of Fleet Vehicles

All Hoke County Schools' employees approved to use or operate a Fleet Vehicle must adhere to all of the following when using or operating Fleet Vehicles:

1. Obey all traffic laws, rules, and regulations prescribed by North Carolina law and the North Carolina Department of Motor Vehicles (NCDMV).
2. All Fleet Vehicle occupants must properly use and wear seat belts any time the Fleet Vehicle is in use or operation as required by law.
3. The Assistant Superintendent of Operations and Information Systems shall assign Approved Drivers to and authorize the use and operation of Fleet Vehicles.
4. All Approved Drivers must obtain and keep current all licenses and/or special endorsements required by NCDMV or Hoke County Schools for use of the class of Fleet Vehicle to which they are assigned, use, and operate.
5. Approved drivers must keep an accurate record of all Fleet Vehicle use.
6. Maintain all required documentation, including Fleet Vehicle registration, insurance, and warranty information, in the glove box of the Fleet Vehicle to which they are assigned prior to any use of operation of the vehicle and upon return of the vehicle at the end of each workday.
7. Approved Drivers shall use the Hoke County Schools' gas card to refuel the Fleet Vehicle to which they are assigned, use, or operate. The gas card shall not be used for any other purpose and shall be returned to the department Director or the Assistant Superintendent of Operations at the end of each workday. Unauthorized use of the gas card may constitute theft and result in disciplinary action, up to and including dismissal or termination.
8. Approved Drivers shall properly maintain the vehicle and any installed equipment when the vehicle is in their use and shall keep Fleet Vehicles clean while in their use. Failure to properly maintain a Fleet Vehicle may result in an employee's authorization to use or operate a Fleet Vehicle to be revoked.
9. Approved drivers shall not leave personal items in Fleet Vehicles. Hoke County Schools is not responsible for personal items that are lost or stolen from Fleet Vehicles.

10. NO USE OF ANY TOBACCO PRODUCTS is allowed in Fleet Vehicles at any time. A violation of this prohibition shall subject the offending employee to disciplinary action, up to and including dismissal or termination.
11. NO POSSESSION OR USE OF ANY ALCOHOL OR CONTROLLED SUBSTANCE is allowed in Fleet Vehicles at any time. A violation of this prohibition shall subject the offending employee to disciplinary action, up to and including dismissal or termination.
12. Fleet Vehicles shall not be used during inclement weather except when necessary and authorized by the Assistant Superintendent of Operations and Information or his/her designee. When a Fleet Vehicle must be operated during inclement weather, Approved Drivers are expected to take necessary precautions when using or operating Fleet Vehicles.
13. Employees who operate Fleet Vehicles shall ensure that their assigned vehicle is roadworthy. Any Fleet Vehicle deemed unsafe should be reported to the Department Head and the Director of Maintenance. The operator should use good judgement to ensure compliance with weight and marking regulations that apply to the class of Fleet Vehicle to which they are assigned, use, and operate.
14. Employees shall refrain from operating a cell phone or other device when using or operating a Fleet Vehicle. Employees should avoid unnecessary calls, and no calls should be made or taken in hazardous conditions. If an employee must make or take a telephone call, he/she must use "hands free mode." If it is necessary for an employee to read or write while taking a call, the employee shall pull off the road to a safe and nonhazardous location and put the Fleet Vehicle in park. Hoke County Schools prohibits texting, emailing, or reading emails while driving.

Moving Violations, Fleet Vehicle Collisions, and Other Damage to Fleet Vehicles

Approved drivers who operate Fleet Vehicles must comply with all North Carolina motor vehicle laws. Approved drivers shall be responsible for any fines or penalties as a result of a violation of the North Carolina Motor Vehicle laws while operating Fleet Vehicles.

All moving violations, motor vehicle collisions, and other damage involving Fleet Vehicles shall be reported immediately to the appropriate law enforcement agency, the Director of Maintenance, the Assistant Superintendent of Human Resources, and the Assistant Superintendent of Operations and Information Systems.

If an employee is involved in a traffic accident or violates any law while operating a Fleet Vehicle, they must submit to a post-accident drug test. Upon report of such an incident, the employee's Department Head shall take the employee to Simple Clinic in

Fayetteville as soon as reasonably practicable, or to the nearest Emergency Room if after regular business hours.

ALTERNATIVE [Any employee shall submit to a post-accident drug test if there is reasonable suspicion to believe that he or she is in violation of this policy by observed actions or physical evidence while performing his or her duties as an HCS employee.]

Accidents involving Fleet Vehicles shall be investigated by the department involved. Findings will be presented to the Superintendent who will determine fault based on the facts of the investigation. The Superintendent shall report such findings to the Assistant Superintendent of Operations and Information Systems.