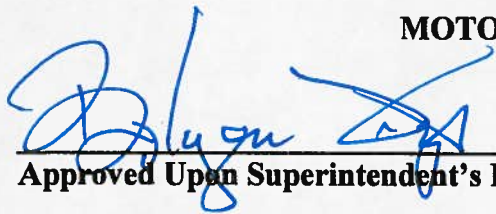


Superintendent's Regulation 8410-R

MOTOR VEHICLE EQUIPMENT


Approved Upon Superintendent's Initials

 9/17/2013
Date

I. OBJECTIVES

This regulation provides a framework pertaining to the use of the school district's motor vehicles and motor equipment. This includes following local, state and federal motor vehicle and transportation laws.

The successful motor vehicle equipment regulations are designed to promote driver's safety, legal, and responsible use of vehicles owned or operated for the benefit of the district.

II. APPLICABILITY

- a) These practices apply to any and all vehicles used for the benefit of the district that are licensed for travel on public roads.
- b) The identified rules, responsibilities and procedures apply to all individuals operating motor vehicles, including district equipment.

III. RULES AND RESPONSIBILITIES

- a) Possess and maintain a valid driver's license/CDL at all times when operating a district vehicle or their private vehicle while in the course of employment.
- b) Follow current NYS Vehicle & Traffic Laws related to cell phone use. Cell phone use while operating a motor vehicle is strictly prohibited; violations will not be tolerated and subject to immediate discipline.
- c) Participate in district programs designed to improve driver awareness and safety procedures when offered.
- d) No district vehicle will be used to haul, carry, or transport any unauthorized materials or passengers.
- e) Drivers will ensure all cargo is properly secured with provided tie-downs or covers.
- f) Intoxicating beverages and drugs, radar detectors and weapons of any kind, including firearms, are prohibited in any district vehicle.
- g) The transporting of hazardous/flammable materials is restricted to the vehicles specially equipped to transport such materials safely.
- h) Smoking is strictly prohibited in all district vehicles.
- i) No vehicle will be operated or moved with a passenger in the cargo area.
- j) All tools, devices and equipment, etc., must be properly stowed and all district vehicles must be locked when not in use.

IV. PROCEDURES

- a) All drivers involved in a motor vehicle accident must immediately contact the local police, notify their immediate supervisor and the transportation department.
- b) Drivers will immediately report any vehicle defect or damage to their supervisor and to the transportation department.
- c) Complete all necessary documentation, comply with NYS Department of Transportation and district rules regarding vehicle inspection reporting, if applicable.
- d) Report all incidents to supervisor, including damage both internal and/or external caused to or by district motor equipment.
- e) Notify the district, including supervisor and HCI Department of any changes to their driver's license status: suspension, revocation, restricted use by the end of the same business day.

DEFINITIONS

District-owned vehicles: Vehicles owned, insured and maintained by the RCSD.

Motor vehicle/equipment accident: An incident resulting in ANY physical damage to district-owned vehicle and/or equipment, including damage to property or persons by a district-owned vehicle.

NYS Vehicle and Traffic Laws- Motor vehicle and traffic laws, rules and regulations set forth by New York State.

Valid Drivers' License- a license issued under governmental authority that permits the holder to operate a motor vehicle