

Monomoy Regional School District

Passenger Vehicle Use PROCEDURES

1. Overview

The district has a number of vehicles available for the transportation of students. This document outlines the responsibilities and protocols to be followed for using the district's passenger vehicles.

2. Authorized Use

Drivers of the District vehicles must be district staff, which includes coaches. All passengers must be students, staff or other approved participants in a trip, that are in a function related to school business. Parent volunteers and students are prohibited from driving these vehicles.

The district owns two types of passenger vehicles:

- **7D vehicles:** These vehicles can only be driven by a staff member with a 7D license, and may be used for the daily transportation of students to and from school.
- **Multi Function School Activity Buses:** These vehicles can be driven by any staff member with a valid driver's license (subject to the requirements detailed herein) and may **not** be used for the daily transportation of students to and from school.

Please see the attached vehicle information sheets on which vehicles are in which category.

3. RULES AND RESPONSIBILITIES

Employees who drive any of the district passenger vehicles are responsible for, but not limited to, the following:

1. Only school employees who have been added to the District's insurance may drive the vehicles. Please contact the School Business Manager to be added to the district's insurance.
2. Vehicles may only be used for legitimate District business.
3. District vehicles may not be used to transport any individual who is not directly or indirectly related to District business. Passengers shall be limited to District employees and students, unless specifically approved in writing by the school business manager.
4. Employees operating a district vehicle must maintain a valid motor vehicle license issued by the Commonwealth of Massachusetts or the state of their current residence.
5. The driver and all passenger(s) must wear seat belts at all times.
6. Drivers are expected to keep district vehicles clean and to report any malfunction, damage, needed repairs or other vehicle problems to the responsible administrator (see Vehicle Information Sheet).
7. Drivers should never leave the vehicle unattended with the keys in the vehicle.
8. Drivers may not operate the vehicle under the influence of alcohol, illegal drugs, or any

controlled substances.

9. Drivers and passengers are prohibited from possessing any alcoholic containers/beverages, any tobacco product including vapor/E-cigarettes, marijuana, illegal drugs, or controlled substances in a district vehicle.
10. Drivers operating a district vehicle shall obey all applicable traffic and parking regulations, ordinances, and laws.
11. Drivers who incur parking or other fines/citations while operating a school vehicle will be personally responsible for payment of such fines/citations, unless payment of such fine/citation is approved by the Superintendent.
12. Drivers who are issued citations or arrested for any offense while operating or using a district vehicle must notify the responsible administrator (see Vehicle Specification Sheet) immediately, when practicable, but in no case later than twenty-four (24) hours after the issuance of a citation. The responsible administrator will notify the Business Manager.
13. Drivers are expected to comply with all state and federal laws in regards to the use of cellular phones and handheld electronic devices while operating the district vehicle.
14. Failure to comply with any and all provisions of these procedures may result in disciplinary action up to and including suspension or removal of vehicle privileges.

4. VEHICLE ACCIDENTS

When a district vehicle is involved in a motor vehicle accident, the driver must:

1. Stop the vehicle.
2. Call the police to the scene for any accident (minor or major) involving the district vehicle.
3. Notify the responsible administrator (see Vehicle Specification Sheet) immediately. If they are unavailable the building principal should be notified.
4. The notified administrator must notify the business manager immediately after they are notified.
5. Complete an Accident Report as required by the police and submit a copy to the Business Office.

5. MAINTENANCE AND FUELING

Routine scheduled maintenance (i.e. oil changes, tune ups, tire rotations) of the district vehicles is the responsibility of the building's head custodian. As far as possible, vehicle maintenance will be scheduled around times when the district vehicles are not scheduled for usage. In the case of

a major unscheduled maintenance, the Head Custodian should notify the Maintenance Department immediately to schedule the maintenance.

Staff planning to use the vehicles must carry out a pre-trip check to ensure that they are comfortable with the vehicle and that there are no obvious defects. The driver must also complete a post-trip check to report any issues that have arisen.

The district will arrange for a daily vehicle check on the days that the vehicle is to be used. This is more extensive than the pre-trip check and ensures that the vehicle is in apparent good working order to be used.

The attached vehicle information sheets specify the fuel of each vehicle. It is an expectation that upon returning the vehicle, that if the fuel level is at one-half or below, **the driver will fill** the vehicle.

This document is not intended to, nor does it address every conceivable circumstance involving the operation of the district vehicles. Rather it provides guidance for many of the expected occurrences to ensure the smooth operation of the district vehicles so that the District can obtain the maximum benefits from the vehicles for our students.

Please feel free to share any comments, questions or concerns that arise while using the district vehicles to either the Athletic Director, Principal or Business Administrator as you deem necessary. Please drive safely.

DRIVER CHECK LIST

BEFORE USE

- Usage has been scheduled with appropriate person (school based process).
- Driver has been added to the district's insurance policy (complete attached District Driver Request form and email, along with a copy of driver's license to the School Business Manager).
- Driver has reviewed all items listed in section '[3. Responsibilities](#)' above.
- Driver has reviewed vehicle information sheet.
- Driver has completed and signed the school vehicle sign out sheet.
- Driver has made sure that the vehicle is clean and free of damage and completed the pre-trip inspection.
- If there are any problems to report the driver should complete the pre-inspection report with the responsible administrator.
- Students are picked up at the appropriate school building.

AFTER USE

- Students are dropped off at the appropriate school building.
- Driver has completed post-trip inspection.
- If there are any problems to report the driver should complete the pre-inspection report with the responsible administrator.
- Driver has noted the remaining fuel.
- Driver has completed the vehicle return form, including fuel log, and returned the keys.

6. CONTACTS

Role	Responsibilities	Name	Contact Details
Business Manager	Oversight of all district vehicles and related procedures. Driver insurance, and collating information in the event of a collision.	Michael MacMillan	mmacmillan@monomoy.edu
Facilities Director	Ongoing maintenance of vehicles, including obtaining inspections, stickers, etc.	Rick Travers	rtravers@monomoy.edu
Athletic Director	Scheduling of MRHS activity buses, holds the keys, provides day to day access to the vehicles, monitors the vehicles for issues and reports them to the business manager and facilities director.	Karen Guillemette	kguillemette@monomoy.edu 508-815-5838 (O) 774-212-7462 (C)
Middle School	Onsite contact in case of emergency/problem. Also, through school front office – schedules use of the MRMS activity bus, holds the keys, provides day to day access to the vehicles, monitors the vehicles for issues and reports them to the business manager and facilities director.	Abigail Dudley	adudley@monomoy.edu 617-848-0511
High School Principal	Onsite contact in case of emergency/problem. Also, through school front office – schedules use of the MRHS 7D vehicles, holds the keys, provides day to day access to the vehicles, monitors the vehicles for issues and reports them to the business manager and facilities director.	Jen Police	jpolice@monomoy.edu 508-430-7200 x5844

7. Vehicle Information Sheets

Number	001
Make	Chevy
Model	Microbird CG33803
Year	2022
Plate Number	M1823B
VIN	1GB3GSB74N1163156
Body Style	Van
Color	White
Max number of passengers (including driver):	14
Acceptable uses:	Field trips, athletics, work placements etc. Not for use for home to school transportation.
Responsible Administrator	Athletic Director, Karen Guilmette , 774-212-7462, kguilmette@monomoy.edu
Scheduling Responsibility	Athletic Director, Karen Guilmette , 774-212-7462, kguilmette@monomoy.edu
Key location	Athletic Director's office
Parking Location	MRHS rear parking lot
Fuel:	Gas
Insurance Company	Argonaut Insurance Company
Note:	<p>**The rear door vandal lock will prevent the vehicle from starting. **</p> <p>**Wheel chocks should be used whenever the vehicle is parked, particularly if on a hill.**</p>
Photograph	

Number	002
Make	Chevy
Model	Microbird CG33803
Year	2022
Plate Number	M1822B
VIN	1GB3GSB72N1162958
Body Style	Van
Color	White
Max number of passengers (including driver):	14
Acceptable uses:	Field trips, athletics, work placements etc. Not for use for home to school transportation.
Responsible Administrator	Athletic Director, Karen Guilmette , 774-212-7462, kguilmette@monomoy.edu
Scheduling Responsibility	Athletic Director, Karen Guilmette , 774-212-7462, kguilmette@monomoy.edu
Keys	Athletic Director's office
Parking Location	MRHS rear parking lot
Fuel:	Gas
Insurance Company	Argonaut Insurance Company
Note:	<p align="center">**The rear door vandal lock will prevent the vehicle from starting. **</p> <p align="center">**Wheel chocks should be used whenever the vehicle is parked, particularly if on a hill.**</p>
Photograph	

Number	003
Make	Ford
Model	Transit T350
Year	2018
Plate Number	30852
VIN	1FDZX2CM2JKA70369
Body Style	BUS
Color	WHITE
Max number of passengers (including driver):	8
Acceptable uses:	This is a 7D vehicle and may be used for the daily transportation of students to/from school or any other activities. Must be driven by a staff member with a 7D license if being used to transport a student between home and school.
Responsible Administrator	MRHS Principal Jen Police
Scheduling Responsibility	N/A – Used by school programs
Keys	MRHS front office.
Parking Location	MRHS, rear parking lot
Fuel:	Gas
Insurance Company	Argonaut Insurance Company
Note:	Includes wheel chair access
Photograph	

Number	004
Make	Ford
Model	Transit T150
Year	2016
Plate Number	30853
VIN	1FKMZ1YM8GKB38877
Body Style	
Color	
Max number of passengers (including driver):	8
Acceptable uses:	This is a 7D vehicle and may be used for the daily transportation of students to/ from school or any other activities. Must be driven by a staff member with a 7D license if being used to transport a student between home and school.
Responsible Administrator	MRHS Principal Jen Police
Scheduling Responsibility	N/A – used by school programs
Keys	MRHS front office.
Parking Location	MRHS, rear parking lot
Fuel:	Gas
Insurance Company	Argonaut Insurance Company
Note:	
Photograph	

Number	005
Make	Chevy
Model	EXPRESS G3500
Year	2023
Plate Number	M4303B
VIN	1HA3GSB73PN002042
Body Style	Van
Color	White
Max number of passengers (including driver):	14
Acceptable uses:	Field trips, athletics, work placements etc. Not for use for home to school transportation.
Responsible Administrator	MRMS, Abigail Dudley , adudley@monomoy.edu , 978-501-1905
Scheduling Responsibility	Roberta Simmons, rsimmons@monomoy.edu , 508-945-5140
Keys	MRMS Front Office
Parking Location	MRMS parking lot (beside yellow buses)
Fuel:	Gas
Insurance Company	Argonaut Insurance Company
Note:	<p align="center">**The rear door vandal lock will prevent the vehicle from starting. **</p> <p align="center">**Wheel chocks should be used whenever the vehicle is parked, particularly if on a hill.**</p>
Photograph	

FORMS

MONOMOY REGIONAL SCHOOL DISTRICT – VEHICLE TRIP CHECKS

These two forms (pre and post trip) must be completed for every trip. Please leave completed forms in vehicle (in folder provided). Any problems should be reported to an administrator as soon as possible.

Driver:		Vehicle Plate:		Date & Time	
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Pre-Trip Check

External Check

Instructions: Walk around the building, check the vehicle body, tires, windows and lights for damage. Note the vehicle dimensions. Note any damage/concerns below.

Internal Check

Instructions: Walk down center aisle of vehicle, note any damages to seats, check passenger seat belts, and rear door. Sit in driver’s seat, review the items in the check list below.

Enter mileage	
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<input type="checkbox"/> Mirrors	<input type="checkbox"/> Windshield Wipers	<input type="checkbox"/> Horn
<input type="checkbox"/> Parking Break	<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> Seatbelts
<input type="checkbox"/> Turn signals	<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Rear door

Note: If you identify any issues which raise safety concerns for the operation of the vehicle **do not drive the vehicle**, report the problem to the responsible administrator as soon as possible. Minor, non-safety, concerns may be noted below and reported to the responsible trainer after the trip.

Report Problem

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Post Trip Checks



Internal Check

Enter mileage	
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Instructions: Sitting in the driver’s seat, review the items in the check list. Note the mileage. Walk down center aisle of vehicle, note any damages to seats, check passenger seat belts, and rear door. Ensure no items have been left in the vehicle.

<input type="checkbox"/> Mirrors	<input type="checkbox"/> Windshield Wipers	<input type="checkbox"/> Horn
<input type="checkbox"/> Parking Break	<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> Seatbelts
<input type="checkbox"/> Turn signals	<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Rear door



External Check

Instructions: Walk around the building, check the vehicle body, tires, windows and lights for damage. Note the vehicle dimensions. Note any damage/concerns below.

Note: If you identify any issues which raise safety concerns for the operation of the vehicle report them problem to the responsible administrator as soon as possible.

Report Problem

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DAILY VEHICLE CHECK

VEHICLE PLATE:		WEEK COMMENCING:	
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Initial each box once checked:

Item	MON	TUES	WED	THURS	FRI	SAT/SUN
Under van leaks, obstructions						
Tires – flat, cuts, lug nuts tight						
Outside appearance – dents, scratches						
Lights – hi/lo beam, directional front & rear, brake lights, reverse lights, hazards, license plate, school bus lights						
Brakes – foot & parking						
Mirrors & Windows – cracks, broken						
Exhaust – Secure, loudness						
Fluid leaks – what color? where?						
Doors open/shut/lock						
Windshield wipers/washers						
Horn						
Interior – seatbelts, warning devices, clean, heater & defrost.						
Valid stickers & registration – front & rear plates						
Safety equipment – 2 chock blocks, first aid kit, fire extinguisher, 3 safety triangles, seatbelt cutter.						
Wheel chair lift						

Monday odometer:		Friday odometer:	
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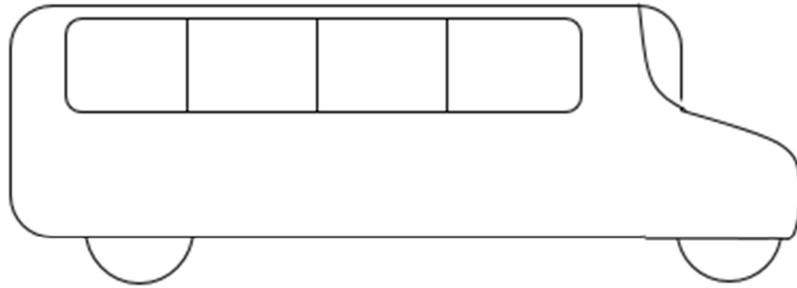
Completed by: _____

Vehicle Exterior Damage Chart (Required if Exterior Damage is Reported)

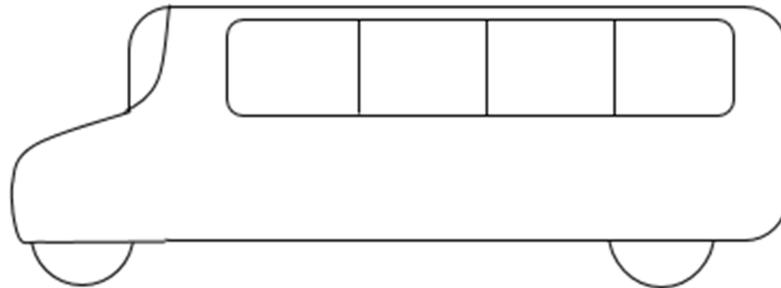
Driver: _____ Vehicle # _____ Ending Mileage: _____ Date: _____

On the illustrations below, locate and note any body damage or problems using the following code: **X** dents or scratches; indicate any other damage by circling the area and then describe the damage in the space provided below the chart.]

RIGHT SIDE

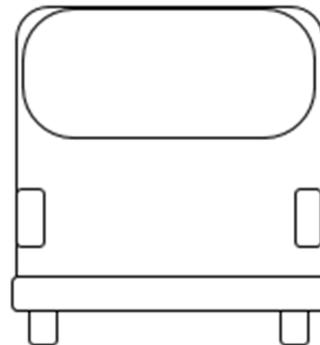
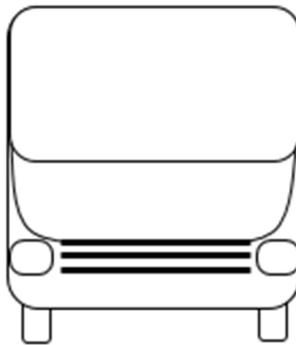


LEFT SIDE



FRONT SIDE

BACK SIDE



Explanation of damage: _____

Drivers Name: _____ Verified By: _____ Date: _____

**Monomoy Regional School District
District Driver Request and Record Authorization Form**

Thank you for your interest in driving for the district. In the interest of the safety of our staff and students, Monomoy Regional School District will not allow anyone to drive a district vehicle if they have a citation for operating a vehicle under the influence of drink or drugs, or any other significant or multiple citation(s) or at-fault accidents, as determined by the district.

Important: *If you believe there is anything that may disqualify you from being added to the district's insurance, please do not complete this form. Instead, discuss your concerns with a district administrator.*

Please review the statement below and complete the form to indicate your agreement. Please attach a copy of your driver's license, front and back and email to Michael MacMillan, School Business Manager, mmacmillan@monomoy.edu.

Printed Name: _____

I request to be added to the district's insurance policy as an authorized driver of school vehicles.

I hereby state that, to the best of my knowledge, I have no known impediments to this request, such as a history of driving under the influence of drugs or alcohol, or any other significant or multiple citations or at-fault accidents that would disqualify me from being added to the district's insurance policy.

I hereby authorize the Monomoy Regional School District to obtain a copy of my driving record from the Massachusetts Registry of Motor Vehicles (RMV). I understand that this information will be used for the purpose of evaluating my eligibility to operate a school vehicle and to ensure the safety of students and staff.

I understand that the RMV will release my driving record only with my consent. I also understand that I may revoke this authorization at any time by submitting a written request to the Monomoy Regional School District.

Signature: _____

Date: _____