WEBSTER PUBLIC SCHOOLS

MULTI FUNCTION SCHOOL ACTIVITY VEHICLE USE POLICY

This policy defines the conditions of appropriate use of the Webster Public Schools Multi-Function School Activity Bus (District owned vehicle), to establish procedures for the operation of such vehicles

SCOPE

This policy applies to all agents of The District who operate the vehicle for District **purposes**

APPLICABILITY

The District vehicle shall be used exclusively for the conduct of official school business, and the use of such vehicle for personal purposes such as attending to personal affairs, social engagements **or** unapproved commuting is prohibited. **Misuse** of an assigned District owned vehicle or the appearance of **misuse will** be considered a violation of the Massachusetts Conflict **of Interest Law** (MGL Ch 268A).

District owned vehicles **will be** used only **for** extracurricular travel that occurs during, before or **after** the school day. Extracurricular travel includes but is not limited to**:** field trips, **sports** trips, and travel between a before school activity and school. Under no circumstances **will** District owned vehicles **be used as** school **buses to transport students** on fixed **routes** between home and school **or** between school and school bus stops

A District owned vehicle will not be **used** to transport students who require child passenger restraints. These students are under eight (8) years of age and are 57 inches in height **or less**

VEHICLE USES

District Vehicles

It is the policy of the District that certain positions require employee access to the District Vehicle during their work shift The District Vehicle is not a Personal Vehicle and is not for personal use. The District Vehicle should be assigned solely for purposes consistent with providing services to the students **of** Webster. The District staff **will** not be paid additional monies for operating this vehicle (as a driver or chaperone)

Registering and Insuring a District owned Vehicle

Whenever a new vehicle is purchased the District Business Office will complete the appropriate paperwork necessary to register and insure the vehicle

RULES & RESPONSIBILITIES

Employees who drive the District Vehicle responsible for but not limited to, the following:

- District Vehicles may only be used for legitimate District business.
- Operators should exercise sound judgment at all times when using the assigned District Vehicle and should avoid the appearance of misuse.
- The Massachusetts Ethics Code discusses unwarranted privileges. Using public equipment or resources for personal use constitutes use of an official position to obtain an unwarranted privilege not similarly available to others Misuse of an assigned District Vehicle is an ethics violation.
- District Vehicle will 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 and other approved participants such as chaperones, coaches, assistant coaches **or** team managers. Family members shall not be transported.
- The District shall not be liable for the loss or damage of any personal property transported in the District Vehicle
- Employees are expected to keep the District Vehicle clean and to report any malfunction, damage needed repairs or other vehicle problems to the Business Manager or his/her designee immediately.
- Operators should never leave the District Vehicle unattended with the keys in the ignition or anywhere in the vehicle
- Employees are to always ensure that they and all passenger(s) in a District Vehicle wear **seat** belts at all times
- Employees may not operate the District Vehicle under the influence of alcohol, drugs CBD, or any controlled substances not lawfully prescribed by a medical professional, **or** any substance, prescribed or not, that impairs the employee's ability to drive the District Vehicle.
- Employees are prohibited from possessing any alcoholic containers, drugs, CBD or controlled substances in a District Vehicle, except for controlled substances lawfully prescribed by a medical professional
- 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
- Employees operating a District Vehicle shall obey all applicable traffic and parking regulations, ordinances and laws
- Employees who incur parking or other fines/citations while operating a District Vehicle will be personally responsible for payment of such fines/citations unless payment of such fine/citation is approved by the Superintendent.
- Employees who are issued citations for any offense while operating or using a District Vehicle must notify the Business Manager immediately when practicable, but in no case later than **24** hours after the issuance of a citation.

- An employee who is operating a District Vehicle and who is arrested for **or** charged with a motor vehicle offense for which punishment includes potential incarceration, suspension or revocation of the motor vehicle license, must notify his or her Supervisor immediately when practicable, but in no case later than 24 hours after such arrest **or** charge has occurred The Supervisor must notify the Business Manager or his/her designee.
- No employee may use a District Vehicle for out of-stateout **of state** travel use without advance approval of the Superintendent and School Committee.
- Beverages containing alcohol any tobacco product including vapor/E cigarettes, marijuana CBD steroids or any controlled substance are not permitted in a
  District Vehicle in accordance with the District
  Policy.
- The District will not be liable for the **loss** or damage of any personal property transported in a District owned vehicle
- As a pre condition of operating or being transported in a District owned vehicle employees and parent/guardians will sign a liability release discharging the Town of Webster/Webster Public Schools from any personal injury or property damage liability associated with the vehicle's use.
- An employee's use of a District owned vehicle will be strictly voluntary. Parents/Guardians who choose to allow their child to be transported in a District owned vehicle must consent to such **use** Parents/guardians may choose not to allow their child to ride in a District owned vehicle.

CELLULAR PHONES AND HANDHELD ELECTRONIC DEVICES

All use of cellular phones and handheld electronic devices are prohibited **while** driving a District Vehicle. If use **of** a cellular phone or handheld electronic device is needed, employees should pull **off** the road and park in a safe place to make calls

VEHICLE ACCIDENTS

When an employee using a District Vehicle is involved in a motor vehicle accident, the operator must:

- Stop the vehicle
- Immediately check to ensure that passengers are unharmed
- Obtain the following information
  - Name**(s)** and address(es) of the other driver(s);
  - Driver's license number**(s)** of the other driver**(s)**;
  - Name(s) and address(es) of the owner(s);
  - Registration number**(s)** of the other vehicle**(s)** involved;
  - Name**(s)** and address(es) of other driver**(s)** insurance company(ies) and,
  - Name**(s)** and address(es) of any witness**(es)** to the accident

- Immediately report details to the Superintendent's Office or Business Office
- When any person has been injured and/or when vehicles have suffered significant damage, the local or state police must be called to the scene
- Do not move the vehicle in these circumstances until authorized by the police Unless an injury prevents the operator from doing so he/she must fill out a Vehicle Accident Report within 48 hours of the accident A blank copy of the form may be obtained **from** the Business Office
- Take accident photos of all vehicles and property involved in an accident

SPECIAL CIRCUMSTANCES

This policy is intended to provide a basic framework governing the **use** of the District Vehicle in the District and as such cannot contain procedures governing every situation that might arise. Employees seeking clarification of this policy should contact the Business Manager. Exemptions from certain provisions of this policy may be authorized by the Superintendent.

DISCIPLINE

Failure to comply with any and all applicable provisions of this policy may result in disciplinary action up to and including suspension or removal of District vehicle privileges, suspension and/or termination of employment

PRE-TRIP AND POST-TRIP INSPECTION

All operators are required to complete a daily pre trip and post trip inspection of the vehicle to ensure safe operation.

Pre trip and post trip reports must be recorded and a copy must be present with the operator during daily operation. Operators should immediately notify the Business Office or Superintendent's of any defects. Be sure to check for any pupils **or** personal items left of in the vehicle

WHILE TRANSPORTING STUDENTS

- Drivers are prohibited from: smoking/tobacco products including vapor/E cigarettes marijuana steroids or any controlled substance consuming alcoholic beverages refueling using a cellphone, or any other activity that may interfere with the safe operation of the vehicle.
- Doors should be firmly closed and locked when transporting students or staff. Drivers should assist pupils who require assistance when entering and exiting the vehicle
- The operator must wear safety belts at all times during vehicle operations and all passengers must be properly restrained as set forth in M.G.L. c.90 Sec 7AA and Sec 13A
- The driver must not leave the vehicle unattended while pupils are in the vehicle. This does not apply when a driver leaves the vehicle to assist pupils in entering and exiting the vehicle
- If the driver must leave the vehicle to assist a pupil first secure the emergency brake, shut off the engine and remove the ignition key.

- Only the driver may occupy the driver's seat
- The driver is expected to maintain order. If a pupil presents a disciplinary problem the pupil should report to the appropriate authorities according to procedures established by the District.

First Reading	February 13, 2024
Second Reading	February 27, 2024
Third and Final Reading	March 12, 2024