

VEHICLE OPERATIONS SAFETY POLICY

A. Purpose.

To ensure the safety of employees, designated volunteers, students, and the public when vehicles are used for official school or District related business.

B. Scope.

This policy applies to all district employees and designated volunteers authorized to operate (at times referred to as “authorized operator(s)”) any vehicle, whether or not owned by the district, when the vehicle is used for official school business, including, e.g., transportation of students, staff, or materials.

For purposes of this Policy, “vehicle” refers to any motorized vehicle licensed and registered for operation on public highways, and any motorized vehicle not intended for highway use but operated for official school business (e.g., tractors, utility carts, maintenance vehicles, snowplows).

For purposes of this Policy, “official District business” means any activity or task directly related to the mission, operations, or programs of the District. This includes duties outlined in an employee’s job description, responsibilities arising from their general assignment, and tasks specifically assigned or directed by the employee’s supervisor or other authorized District official.

C. Safety and Operation Requirements.

1. Authorized Operator Requirements.

- a. Hold a valid and current driver’s license appropriate for the vehicle type;
- b. Be 21 years or;
- c. **Wear seat belts at all times and ensure all passengers do the same (children ages 2–7, or under 57" must have a federally approved child restraint system, and children under the age of 2 must have a federally approved rear-facing child restraint seat);**
- d. **Refrain entirely from using, and prohibit use by others of handheld cell phones or personal communication devices, whether for calls, messaging, browsing or other use, while the vehicle is in motion, except in emergencies, and otherwise only as consistent with RSA 265:79-c, New Hampshire hands-free cell phone law and Board policy JICJ relative to student use of such devices;**
- e. Operate vehicles in a safe and defensive manner, avoiding aggressive driving or speeding;
- f. Comply with all other federal, state, and local traffic laws and regulations;
- g. Provide the District with a signed release/authorization to obtain the driver's Motor Vehicle Record check (“MVR”) upon request;

2. Vehicle Standards.

- a. District-owned vehicles must meet all maintenance requirements applicable to the vehicle and vehicle use;
- b. Personal vehicles used for official District business must:
 - i. Be properly registered and insured;
 - ii. May only be used to transport passengers if in compliance with applicable Board policies, and any state and federal laws and regulations specific to that class of vehicle and that use;
 - iii. Be in safe operating condition (brakes, tires, lights, wipers, mirrors, etc.); and
 - iv. May only be used to transport students consistent with Board policy EEAG.

3. **Accident and Violation Reporting.**

- i. Any traffic citation or violation received while operating a vehicle for school business must be reported promptly, but no more than one calendar day (weekends and holidays excluded), to the Superintendent and Principal. Accidents involving injuries to students, employees or designated volunteers must also be reported as provided in Board policy EBBB.
- ii. Any accident, regardless of severity, occurring during school business must be reported as soon as practicable, but no more than twelve hours, to local law enforcement (if required by law), as well as to the Superintendent and Principal.

D. **Prohibited Conduct.**

- 1. Failure to comply with any of the above;
- 2. Transporting unauthorized passengers, including passengers beyond the rated passenger limit for that vehicle;
- 3. Use, possession or operation under the undue influence of alcohol, drugs, or any impairing substance (**possession** of lawfully prescribed drugs excepted);
- 4. Using a district-owned or leased vehicle for personal errands without express authorization by the Superintendent or Superintendent's designee.

E. **Violations.**

Employee violations of this policy result in discipline up to and including dismissal, subject to any applicable Collective Bargaining Agreement. Designated volunteers who violate this policy may be removed from the approved volunteer lists.

Additionally, conduct indicating violation of criminal laws or of the New Hampshire Code of Conduct for Educational Professionals will be referred to the appropriate authorities.

F. **Dissemination of Policy.**

The Superintendent will ensure the Principal and every other administrator with authority to authorize an employee or designated volunteer to operate a motor vehicle for official District business receive a copy of this policy before the start of each school year.

Additionally, in any year (July 1 – June 30) that an employee or designated volunteer is authorized to operate a motor vehicle for official District business, the employee will be provided with, and will provide written acknowledgment of receipt of, a copy of this policy.

Written acknowledgments will be sent to and maintained by the Business Administrator

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

NH Statutes

RSA 265:105-a

Description

Prohibited Text Messages and Device Usage While Operating a Motor Vehicle

RSA 265:107-a

Child Passenger Restraints Required

RSA 277:15-b

Reports of Death or Serious Injury

NH Other Agency Regulation

N.H. Code Admin. Rules Saf-C 1304.05

Description

Exemption From School Bus Driver's Certificate

Federal Guidance and Executive Orders

Executive Order 13513

Description

Federal Leadership on Reducing Text Messaging While Driving

First Reading: August 29, 2026

Second Reading: September 9, 2026

Adopted: September 9, 2026