The Board of Trustees adopts this procedure to establish guidelines, obligations, and expectations of employees who, within the scope of their employment, have occasion to operate Post Falls School District-owned vehicles and equipment, or personal vehicles for official district purposes.

Definitions:

Equipment for purposes of this procedure means any tools owned by the district for business use.

Vehicle for purposes of this procedure means buses, vans, and passenger vehicles, and maintenance and delivery trucks.

District employees shall operate district-owned vehicles and equipment only when the employee:

1. Is authorized by their position and/or supervisor to act as the operator of a vehicle or piece of equipment;
2. Holds a valid Idaho or Washington operator's license for each class of vehicle or piece of equipment they are approved to operate. The district may verify license status by checking motor vehicle records; and
3. Has demonstrated to the supervisor's satisfaction they are qualified to operate the vehicle or piece of equipment.

District materials, equipment, and facilities shall not be used for personal benefit,

Employees operating district vehicles and equipment shall:

1. Inspect vehicles or equipment before operating to ensure the vehicle or equipment will function in a safe manner;

2. Refrain from eating or engaging in other activities which may distract an individual from safely operating a vehicle or piece of equipment;

3. Refrain from the use and/or possession of tobacco/nicotine in district-owned vehicles. Tobacco/nicotine shall be defined as lighted or unlighted cigarette, cigar, pipe, smokeless tobacco/nicotine in any form, and other smoking products specifically including electronic cigarettes, electronic nicotine delivery systems, or vaporizer smoking devices;

4. Operate such vehicles and equipment in a safe, responsible manner, and in compliance with state laws and regulations governing vehicle use;

5. Pull off to a safe area and stop driving to use a cell phone in a vehicle;

6. Be personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic laws while operating such vehicles or equipment;

7. Refrain from operating any such vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle or piece of equipment;

8. Return such vehicles and equipment daily to the district facility designated for the vehicle or piece of equipment unless it is taken to the operator's residence as authorized in this procedure;
9. Report any loss, redaction, or suspension of their operator license or endorsement status to their supervisor as soon as they are notified of the licensing status change;

10. Report all accidents immediately to their supervisor, so it can be reported to the district's insurance carrier. All Commercial Driver's License holders shall comply with federal and state laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor;

11. Use of district fueling cards and facilities, maintenance and repair facilities, and supplies shall be limited to bonafide district vehicles and equipment;

12. Not allow other persons to use their refueling card or request others allow them to use refueling cards which are not assigned to them; and

13. Be evaluated in connection with their use of district vehicles and equipment as part of their annual job performance review.

Any employee involved in one or more of the following circumstances while operating district vehicles and equipment will immediately lose their operational authorization:

1. Unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance;

2. Operating any district vehicle or equipment while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug;

3. Use of any district vehicle or equipment for illegal or unauthorized purposes;

4. Operating a vehicle or equipment in a manner which endangers the safety or life of others;

5. Clearly negligent use of district-owned vehicles or equipment.

Any employee convicted of any of the items listed in the above section of this procedure, regardless of whether it occurred while operating a district vehicle or equipment, may be permanently prohibited from operating district vehicles and equipment, and/or subject to disciplinary action, up to and including termination.

Emergency Call Out

In specific instances, the superintendent and/or department directors may establish specific positions and/or classes of employees who are subject to emergency callout. These employees or classes of employees may be assigned a district vehicle to keep at their personal residence in

order to more quickly respond to emergency circumstances. Employees so designated, may be changed at any time by the superintendent and/or department director without consultation or negotiation with the affected employee or classes of employees. When an employee is designated to have a district vehicle at their residence for emergency callout use, the vehicle shall not be used for personal purposes.

If the district vehicle or equipment is taken to the operator's residence as authorized by this procedure, the operator shall ensure the vehicle or equipment is made available for routine maintenance as well as unscheduled maintenance when required.

Disposal of District Vehicles and Equipment

All district vehicles and equipment shall be disposed of only by sales events and methods which are approved by the Board and by rules adopted by the State for disposal of surplus property. Each sales event must be approved individually by the Board. Revenue received from the sale of school buses will be placed in a separate account and used only for the purchase of school buses.

Accident Management Procedures

The district establishes the following guidelines for reporting, investigating, and documenting all accidents, collisions, and incidents involving district vehicles and equipment:

1. All accidents/collisions/vandalism (herein collectively referred to as "accidents") involving district vehicles, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the employee's supervisor and/or any other identified district personnel. Failure to report an accident shall be cause for disciplinary action.

2. Employees shall report all school bus accidents to local school authorities and the appropriate law enforcement agency in accordance with Title 49, Chapter 13 of Idaho Code. Subsequent to the accident or incident, a Uniform School Bus Accident/Injury or appropriate Incident Report Form shall be completed by the employee or transportation supervisor and submitted to the State Department of Education within 15 days.

3. An employee involved in any accident while operating district vehicles or equipment may be required to submit to a drug and alcohol test. Failure to submit to a drug and alcohol test; or testing positive for drug use; or prohibited levels of alcohol as outlined in applicable law; shall be subject to disciplinary action, up to and including termination.

4. An accident report shall be completed within 24 hours of any accident regardless of the amount of damage sustained to any district vehicle or equipment.

5. All accidents shall be investigated by the Director of Maintenance, the Director of Transportation or designee.

6. All accidents involving any personnel injury and/or accidents for which the estimated damages exceed $1,000 shall be reviewed by the superintendent or designee.

7. The superintendent or designee shall hold a fact-finding meeting to determine if the accident was preventable or non-preventable.

A. The employee involved in the accident has the right to attend the fact-finding meeting to explain the situation and answer questions of the superintendent or designee;

B. The superintendent or designee shall inform the employee of their findings in a timely manner; and

C. An employee may appeal the findings and recommendations of the superintendent or designee by following the appeals procedure outlined in Board Policy 406.4, Board Policy 604.7 or the Negotiated Master Agreement.

8. Administrative actions shall be taken based on the findings and recommendations of the superintendent or designee as follows:

   A. If the accident was non-preventable, a statement to that effect shall be included in the employee's personnel file, and no disciplinary action will be recommended.

   B. If the accident was preventable, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident, and service record of the employee.

Legal Reference: I.C. § 33-1506, IDAPA 08.02.02.159, IDAPA 08.02.02.160

Other Reference: Standards for Idaho School Buses and Operations
Idaho Department of Education, Idaho's School Bus Driver Training Classroom Curriculum

Adopted: 4/12/21
Amended: 11/9/26
Reviewed: 2026