

NUMBER:	BU 713
EFFECTIVE:	01/11/2012
REVISION:	12/03/2015
PAGES:	4

Statement of.....

## **Policy and Responsibility**

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SUBJECT: VEHICLE USE

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### I. SCOPE OF POLICY

Murray School District's (District) Motor Vehicle Use Policy governs the use and maintenance of all district vehicles by all employees and students.

### II. AUTHORITY TO OPERATE DISTRICT VEHICLES

District vehicles may be used by employees who possess a current Utah driver's license valid for the vehicle operated. Students holding current driver education permits are permitted to operate Driver Education cars. District employees shall operate District vehicles in accordance with the restrictions or limitations imposed upon their driver licenses. District employees also must pass the Utah State Office of Risk Management Defensive Driver Training before operating a district-owned vehicle.

District-owned school buses may be operated only by employees who hold a properly endorsed current Commercial Driver's License (CDL). School buses must be operated in conformity with *Standards for Utah School Buses and Operations* and district transportation policy.

Authority to operate District vehicles shall be withdrawn upon revocation, suspension, or expiration of the employee's driver's license. A District employee must report the suspension or revocation of a driver's license to the District.

### III. VEHICLE USE GUIDELINES AND PROHIBITIONS

Vehicles are to be used only in the furtherance of District business. District vehicles may not be used:

1. To transport family, friends, pets, associates or other persons who are not District employees or are not serving the interests of the District.
2. To transport hitchhikers.
3. To transport explosives, weapons, or ammunition.
4. To transport acids, hazardous materials, or flammable materials, unless specifically related to employment duties.

A Murray School District employee may not:

1. Operate or be in actual physical control of a District vehicle in violation of *Utah Code Annotated* 41-6a-5 (Driving under the influence of alcohol, drugs or with specified or unsafe blood alcohol concentration and reckless driving ordinances), *UCA* Subsection 53-3-2-231 (Prohibits a person under age 21 from operating a vehicle with any detectable level of alcohol in the body);
2. Smoke in District-owned or leased vehicles.
3. Use a District vehicle for personal convenience, such as when a personal vehicle is not operational.
4. Permit a District vehicle to be driven by an unauthorized driver or permit a District vehicle to be used to transport an unauthorized passenger.

In cases of special need, the Superintendent or designee may authorize a person who would be otherwise unqualified to drive or occupy a District vehicle. Use of a District vehicle for commuting may be authorized by the superintendent.

District vehicles may be operated by private sector automobile mechanics or other maintenance or repair personnel during the course of performing required maintenance or repairs.

A District employee who receives a traffic citation for driving a District vehicle while under the influence of intoxicating liquor or drugs will be terminated from employment. A District employee who is a passenger in a vehicle operated by another District employee cited for DUI is subject to disciplinary action including termination if it is shown that the passenger knew of the driver's intoxicated condition.

A District employee spending at least one night on approved travel to conduct District business may use a District vehicle in the general vicinity of the overnight lodging for travel to restaurants and stores for meals, breaks and personal needs, to grooming, medical, fitness, or laundry facilities, or travel to and from recreational activities such as theaters, parks, or the home of friends or relatives living in the area.

#### IV. TRAFFIC LAWS

Failure to obey traffic laws while driving or occupying a District vehicle may result in suspension or revocation of the employee's authority to operate District vehicles. An employee of Murray School District who receives a traffic citation or parking ticket while using a District vehicle will be personally responsible for the citation or ticket.

All occupants of District vehicles, except student passengers of District school buses, must wear seat belts. The operator of any District vehicle — other than school buses — shall limit the number of passengers to the number of available seat belts in the vehicle. Children weighing less than 50 pounds shall be transported in a vehicle in a child safety seat that conforms to Federal Motor Vehicle Safety Standard 213. The seat must have a tag that certifies compliance consistent with the weight of the child. For example, a 45-pound child must ride in a properly anchored safety seat certified for children weighing 45 pounds or more.

## V. CARE OF VEHICLES

Prior to operating a District vehicle, a District employee is responsible to observe the general operating condition of the vehicle. This includes the condition of the tires to ensure that they are inflated properly and are not excessively worn and that the brakes, lights, windshield wipers, seat belts, and steering are functioning properly. If unsafe conditions are noted, the maintenance department is to be notified immediately and the vehicle must not be driven.

Employees of the District shall turn off the ignition, close all windows, lock the doors and otherwise secure a district vehicle whenever the vehicle is left unattended. Vehicles should be cleaned of items not belonging in the vehicle such as trash and personal items.

Employees of Murray School District shall not abuse or misuse a District vehicle. Loss or damage caused by driving while under the influence of intoxicating liquor or drugs, reckless driving, or negligence shall be charged to the employee.

## VI. ACCIDENTS

If involved in an accident resulting in **bodily injury** a District employee is not to render judgment concerning the seriousness of the injury but shall, without exception, immediately call 911 to summon law enforcement. Following an accident involving any District vehicle, the District employee involved shall notify law enforcement by telephone from the scene and shall not move the district vehicle until instructed to do so by law enforcement. Next, the employee is to notify Risk Management by telephone at the number listed on the "Proof of Insurance" card in the glove compartment and, finally, the employee shall notify the Supervisor of Support Services or the Buildings & Grounds Coordinator at the District. The involved driver shall complete an accident report by the next working day.

Under no circumstances shall a district employee involved in an accident when driving a District vehicle be persuaded NOT to notify law enforcement.

## VII. MECHANICAL PROBLEMS

Mechanical problems that occur while a District vehicle is being used for official District business must be reported to the Buildings & Grounds Coordinator or the mechanic immediately and alternative transportation arranged. A District employee may not continue to operate a District vehicle if continued operation could endanger any person or property.

## VIII. FUELMAN USE

District vehicles are fueled under the State's FuelMan system. Fuelman Cards are issued to the vehicle. Drivers are issued Personal Identification Numbers (PIN) which activate fuel dispensers when used in conjunction with the Fuelman card. Employees requiring a PIN in order to operate vehicles may inquire with the Supervisor of Support Services. Full information concerning the FuelMan Network is available at <http://fleet.utah.gov/fuel-program.html>

Gasoline or diesel fuel can be obtained at various FuelMan fueling stations. In addition, Gasoline, diesel fuel, and oil, along with minor repairs and services are available at any Sinclair full service station.

In situations where the FuelMan card cannot be used, the cost of gasoline, oil or minor repairs will be reimbursed by the District so long as corresponding receipts are presented.

No employee may use a District FuelMan card for any personal purchase. Costs incurred through the unauthorized use of a District FuelMan card will be assessed against the employee making the purchase. Unauthorized purchases are also cause for disciplinary action that may include termination.

#### IX. USE OF PERSONAL VEHICLES FOR OFFICIAL BUSINESS

Employees of Murray City School District may use a personal or other private vehicle for official District business if the employee has a current, valid license to operate that vehicle in this state. Mileage accrued in the use of a private vehicle shall be paid in accordance with the District's travel policy.

#### X. USE OF VANS

In the event a District employee rents a van for transporting students, adults, or equipment, the following conditions shall apply:

A van that is factory designed to transport more than 10 passengers MAY NOT be occupied by anyone but the driver and MAY NOT be used to transport people — either students or adults. There are NO EXCEPTIONS to this policy.

A van that is factory designed to transport more than 10 passengers may have been modified to seat fewer passengers by removal of some seats. Under state and federal law, such a van retains its designed capacity. As such, it MAY NOT be used to transport people.

A van that is factory designed for nine (9) passengers plus a driver (10 total occupants) may be used but the number of passengers is nevertheless restricted to the number of seat belts provided. For example, a passenger van factory designed to seat nine persons but modified to seat a driver and four (4) additional passengers would have a total of five (5) seats and five (5) seat belts. Such a van could be used to transport only five (5) occupants including the driver. Additional passengers MAY NOT be transported in the cargo hold.

Cargo vans shall be used to transport cargo only. Passengers shall not be transported in the cargo hold of said vehicles.

For purposes of this policy, passenger vehicles popularly known as "mini-vans," such as the Dodge Caravan, are not nine (9) passenger or fifteen (15) passenger vans as described above. Rather, this type of vehicle is considered to be in the same class of vehicle as a passenger sedan. As such, the number of passengers is determined by the number of seats and seat belts factory installed in the vehicle. Accordingly, the policy of this District is that when such vehicles are used in the conduct of District business, the number of passengers shall not exceed the number of seats and seat belts provided. Regularly assigned operators of District vehicles are responsible for delivering the vehicles they use (driver education cars, maintenance vehicles, and school buses) to and from the maintenance shop for routine maintenance.