

Poplar School District

NON-INSTRUCTIONAL OPERATIONS

8121

District-Owned Vehicles

The District owns and maintains certain vehicles. Included among them are passenger cars, pickups, school buses, sport utility vehicles and vans. These are for use by properly authorized and insurable personnel of the District including district staff and district approved volunteers for District business purposes only. Only authorized district staff and district approved volunteers are allowed in District owned vehicles while on District approved business or activities. Authorized drivers shall not transport or permit any family or non-school passengers in any District-owned vehicles at any time.

Any individual who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the individual is in the course and scope of employment, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination.

Any individual who is involved in a motor vehicle accident while operating a District vehicle shall be subject to a blood and/or urine test to detect the presence of any substance which may have contributed to the accident. Individuals who are permitted to operate District vehicles will be required to agree to this condition prior to being permitted to operate any District vehicle.

Vehicle Maintenance

Vehicles used in the District's transportation program shall be in safe and legal operating condition. All buses shall be inspected by the Department of Justice, Montana Highway Patrol before the beginning of each semester. The Superintendent or his/her designee shall establish a specific list of tasks that bus drivers shall perform on a daily basis. All other District vehicles shall be maintained following established programs as developed by the Superintendent or his/her designee.

Legal Reference: § 39-2-205, MCA Workforce Drug and Alcohol Testing Act

Cross Reference: Administrative Procedures
 Drug Testing Employees (we need to develop)

Policy History:

Adopted on:

Revised on: 11 July 2016

**Poplar School District
Administrative Regulation**

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AR 8121

Use of Private Vehicles on School Business

In the interest of student safety and to the extent practicable, school buses will be used to transport students to and from school and school-sponsored activities. The Board recognizes that it may not always be possible or practicable to provide bus transportation. Privately owned vehicles may be used for student transportation when, in the opinion of the building administrator and with the written approval of the Superintendent or his/her designee, this is the most practical or only possible method of transportation. To safeguard the District employees, volunteer drivers, and students and to reduce the district's exposure to liability:

- A. Prior to use of a private vehicle for school purposes, the employee must have the written permission of the Superintendent/designee.
 - i. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit will state the particular purpose and whether it includes transportation of students.
 - ii. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- B. No student may be sent on school errands with his/her vehicle, an employee's vehicle, or a school-owned vehicle.
- C. School activities and field trips will be made by bus whenever practicable.
- D. The Superintendent may approve the use of private vehicles in situations in which budget or schedule restrictions make it prohibitive or impractical.
- E. For student trips made in private vehicles, the driver must be age 21 or older, have a valid license, and carry a minimum liability insurance of \$100,000/\$300,000, minimum property damage insurance of \$50,000, and minimal medical coverage of \$5,000.
- F. The vehicle must have current registration and have a seat belt for the driver and each passenger.
- G. The District may require the driver submit to a review of his/her driving record. In the event that the District requires review of the driving record, the driver shall consent to the release of these records and provide his/her driver's license

number, full name, and date of birth. The driver will also be required to pay any fees associated with obtaining these records.

- H. No employee may transport students for school purposes without prior authorization by the Superintendent/designee.
- I. Students participating in school-sponsored activities held outside of the District are expected to travel to and from the event in District-provided transportation. Parents may transport their own children from the event but may not transport other students. Exceptions may be granted on a case-by-case basis by the administrator or his/her designee.
- J. No student will be allowed to drive or transport other students on field trips or to or from athletic events or other school activities.