

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

710-AR-1. USE OF DISTRICT VEHICLES

The district is concerned about employee safety relative to the use of district vehicles and the use of personal vehicles by employees for school district business. The following rules and procedures will assist in reducing the incidents of automobile-related accidents, injuries and costs and in maintaining the district's ability to obtain insurance coverage.

The Business Manager or designee is responsible for ensuring that employees are aware of, understand and adhere to the administrative regulations governing the operation of district vehicles and personal vehicles for district business.

The Business Manager or designee is responsible for determining when an employee is not able to operate a district vehicle, and can prohibit that employee from operating a district vehicle, after consultation with the employee's supervisor.

Employees who operate a district vehicle and who operate a personal vehicle on district business have inherent responsibility to care for the vehicles in their charge, obey all state and local traffic laws, continuously observe safe and courteous driving practices, and adhere to established district administrative regulations.

Each employee is responsible for all traffic citations and parking tickets issued by a law enforcement officer. The employee must report receiving the citation or ticket to his/her immediate supervisor.

An employee operating a district vehicle is required to:

1. Possess and carry a valid driver's license and vehicle registration while operating a vehicle.
2. Conduct pre-operation inspections.
3. Be responsible for the security of the vehicle.
4. Report problems, malfunctions or needed repairs.
5. Report accidents and damages.
6. Not operate a vehicle in unsafe conditions that may cause damage to the vehicle.

7. Be free of and not possess any controlled substances, including unprescribed or illegal drugs, prescription drugs, or alcoholic beverages that may affect the employee's ability to safely operate a vehicle.

An employee operating a district vehicle will be informed about the established administrative regulations and will acknowledge the conditions for operation of a district vehicle by signing the Vehicle Use Form.

Employees Operating Personal Vehicle On District Business

The district does not provide insurance coverage for damage to personal vehicles when being operated for district business. This coverage is the responsibility of the employee. Approved and paid mileage reimbursement anticipates the cost of vehicle insurance, deductibles, wear and tear, etc.; therefore, these costs and expenses are the responsibility of the employee.

Employees who drive a personal vehicle on district business must provide to the district a certificate of insurance with limits of liability of at least \$500,000 Combined Single Limit.

The district does provide excess liability coverage for the district and for the employee while acting in the course and scope of employment.