

### **School Owned Vehicles**

The following procedures are in effect for the use of school-owned vehicles:

#### **Assigned Vehicles**

- A. The staff member is subject to 24-hour call. The frequency of such travel on call is greater than would justify requiring the person to use his/her own personal vehicle.
- B. The nature of the assignment requires the use of a specially-equipped or special-purpose vehicle.

#### **Motor Pool**

The following procedures shall be in effect for the operation of school-owned vehicles:

- A. Vehicles shall be used for official school district business only. Personal use of district vehicles constitutes grounds for disciplinary action which may include suspension without pay, termination of employment in the case of repeated violations, or suspension or termination of the right to operate district-owned vehicles. All users shall be employees or officers of the district.
- B. All operators shall have a valid Washington State driver's license.
- C. Any citation for violation of motor vehicle laws shall be the sole responsibility of the operator.
- D. If involved in any accident the operator shall notify the proper law enforcement agency immediately and file an accident report within 4 hours. Those accidents which involve personal injuries must be reported by telephone and followed up with a written report, both to the district transportation supervisor and the district's insurance company.
- E. Where the employee-driver is presumed not at fault, the district shall file a claim for damages with the insurance company of the other operator.
- F. In the event of vehicle operation failure, the staff member should contact the transportation supervisor for repair procedures.
- G. Accident report blanks, trip log, malfunctions report forms, and insurance information shall be kept in the glove compartment of the vehicle.
- H. The driver and passengers shall wear seat belts at all times.

Motor pool vehicles are assigned on a first come, first serve basis.