

## **USE OF MOTOR VEHICLES**

### General

The Board adopts this policy to establish the procedures and expectations of employees, who within the scope of their employment, have occasion to operate district owned vehicles and equipment and to promote the effective and efficient use of such vehicles and equipment. These employees include, but are not limited to, maintenance, buildings and grounds, coaching, and food service personnel who may need to utilize district owned vehicles or equipment in order to perform their daily duties.

### Authorization for Use

Employees may operate district owned vehicles and equipment only when the employee:

- A. Is authorized by his/her position and/or supervisor, and has been properly trained, to act as the operator of a vehicle or piece of equipment in order to perform his/her duties;
- B. Holds a valid Ohio operator license or commercial drivers license (CDL) where applicable, for the vehicle or piece of equipment that he/she is approved to operate;
- C. Has signed the vehicle out, if required, or otherwise completed all necessary forms; and
- D. Has demonstrated, to the supervisor's satisfaction, that he/she possesses the necessary skills and qualifications to operate the vehicle or piece of equipment.

### Responsibilities of Vehicle/Equipment Operators

Employees operating district owned vehicles or equipment shall:

- A. Operate the vehicle or piece of equipment in a safe, responsible manner and in accordance with all applicable federal, state, and local laws and ordinances;
- B. Use the vehicle or equipment only for school-related activities and purposes;
- C. Refrain from eating or engaging in other activities that may distract an individual from safely operating the vehicle or piece of equipment;
- D. Be encouraged to pull off to a safe area and stop driving or operating the vehicle or equipment when using a handheld wireless communication device to place or receive a call or send or receive a text or other message. Employees who use a wireless electronic communication device while driving shall continue to be responsible for operating the vehicle or equipment in a safe manner;

- E. Inspect the vehicle or equipment before operating to ensure that the vehicle or equipment will function in a safe manner;
- F. Report any problems with the vehicle or equipment to their immediate supervisor and ensure that the vehicle or equipment is made available for routine and unscheduled maintenance when required;
- G. Report all traffic citations and warnings to their supervisor while operating a vehicle or piece of equipment;
- H. Be personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic or other laws while operating a vehicle or piece of equipment;
- I. Report any loss, limitation, or suspension of their operator license status to their supervisor as soon as they are notified of the licensing change;
- J. Refrain from operating a vehicle or piece of equipment while using or being under the the influence of alcohol, controlled substances, medications, or mental or physical conditions which could impair their ability to safely and properly operate the vehicle or piece of equipment;
- K. Refrain from smoking or otherwise using tobacco or tobacco products while operating a vehicle or piece of equipment;
- L. Report all accidents or damage, regardless of cause, immediately to their supervisor and comply with all federal, state, and local laws and ordinances and law enforcement officers;
- M. Refrain from making any physical or other alteration to the vehicle or piece of equipment without approval from the supervisor;
- N. Return all vehicles and equipment to the location designated for the vehicle or equipment;
- O. Be responsible for the security of the vehicle or equipment and its contents; and
- P. Refrain from allowing unauthorized employees to use the vehicle or equipment or any district refueling card.

Prohibited Conduct

Any employee involved in one or more of the following while operating a district owned vehicle or piece of equipment may lose their operational authority and/or may be subject to other disciplinary action, up to and including termination:

- A. Unlawful use, distribution, dispensing, manufacture, or possession of alcohol or a controlled substance;
- B. Operating any vehicle or piece of equipment while under the influence of alcohol or any drug;
- C. Use of any district owned vehicle or piece of equipment for illegal or unauthorized purposes, including but not limited to, the personal use of any vehicle or piece of equipment; or
- D. Operating a vehicle or piece of equipment in a negligent, reckless, or other manner that endangers the health or safety of others.