



Forest Ranch Charter School

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Board Policy – Student Transportation and Vehicle Use

1. Purpose

- a. The safety of our students, employees, and families is a primary concern of the Governing Board of Forest Ranch Charter School. Motor vehicle travel on our highways and roadways includes an element of risk that cannot be prevented but can be mitigated. For this reason, we have developed the following policy.
- b. Though it is not the intent of the School to police vehicle operators, it is necessary to establish a basis for determining safe operating standards for drivers. The following policy shall apply to all drivers operating vehicles for the transportation of School students or employees for a School-related purpose, or while conducting School business.

2. Responsibilities

- a. School
 - i. The School will enroll in the California Department of Motor Vehicles employer pull notice program. Through this program, the School will periodically review employee Motor Vehicle Records and again upon notice of new violations.
 - ii. The School will perform at least a semi-annual review of the Motor Vehicle Records of all employees who drive on School business.
 - iii. The School will perform at least a semi-annual review of the insurance policy and other pertinent information of all volunteers who drive on School business.
 - iv. The School will implement and maintain a tracking system which ensures compliance with all components of this policy.
- b. Employees
 - i. Employees must have a valid driver's license at all times when operating a School vehicle, or their own vehicle when used for student transportation or School business.
 - ii. Employees who drive their personal vehicle for student transportation or other School business are required to properly maintain and keep those vehicles in safe, working condition.
 - iii. Employees who drive their personal vehicle for student transportation or other School business are required to carry insurance amounts and coverage as follows:
 1. Auto Liability - \$100,000 per person; \$300,000 per occurrence
 2. Property Damage - \$50,000 per occurrence
 3. Medical Payments - \$5,000 per person

In the event of an accident, the employee's insurance coverage acts as the primary insurance coverage for damages. Evidence of this insurance as well as a copy of the employee's current Motor Vehicle Report must be kept on file and updated upon insurance and license renewals.

c. Volunteers

- i. Volunteers must have a valid driver's license at all times when operating their own vehicle for student transportation or School business.
- ii. Volunteers who drive their personal vehicles for student transportation or other School business are required to properly maintain and keep those vehicles in safe, working condition.
- iii. Volunteers who drive their personal vehicles for student transportation or other School business are required to carry insurance amounts and coverage as follows:
 1. Auto Liability - \$100,000 per person; \$300,000 per occurrence
 2. Property Damage - \$50,000 per occurrence
 3. Medical Payments - \$5,000 per person

In the event of an accident, the volunteer's insurance coverage acts as the primary insurance coverage for damages. Evidence of this insurance must be kept on file and updated upon insurance and license renewals.

3. Scope

a. Safety and Compliance

- i. All vehicles, whether personal or School-owned, shall be kept in safe operating condition. Vehicles shall not be used for School business unless they are properly maintained and in good working order.
- ii. Drivers and all passengers in passenger vehicles must wear seat belts at all times. No passenger vehicle shall be operated when the number of occupants exceeds the number of passenger restraints available.
- iii. When installed and used correctly, child safety seats can prevent injuries and save lives. Child safety seats must be used as required by law and drivers must be trained in their proper use before being approved to transport students in passenger vehicles on School business.
- iv. Drivers shall obey all applicable traffic and parking regulations, ordinances and laws while driving School vehicles or on School business in a personal vehicle.
 1. Drivers who incur parking or other fines while on School business are personally responsible for payment of such fines.
 2. Drivers who are issued citations for any offense while driving on School business must notify their supervisor or the Executive Director as soon as practical, but in no case later than 24 hours.
 3. Drivers who are arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of their driver's

license while on School business, must notify their supervisor of the Executive Director as soon as practical, but in no case later than 24 hours.

- v. Any driver who is involved in a motor vehicle accident while on School business which involves any personal injury to any party shall notify their supervisor or the Executive Director immediately. If the accident involves property damage only, the driver shall notify their supervisor upon return to the work location or within 24 hours, whichever occurs first.
- vi. Drivers shall use hands-free equipment when it is necessary to talk on a cell phone when driving. In no event shall the driver text message or operate any other electronic equipment while driving the vehicle. It is always preferred that the driver park the car in a safe location to receive or make cell phone calls.

b. Employees

- i. Management will review, and potentially issue a written warning to, any employee whose Motor Vehicle Record reveals the following:
 - 1. Two (2) or more moving violations;
 - 2. One (1) at-fault accident and (1) moving violation;
 - 3. Three (3) or more seat belt violations.
- ii. Management will review, and potentially place on probationary status, any employee whose Motor Vehicle Record reveals the following:
 - 1. Three (3) or more moving violations and/or accidents whether or not at-fault.
- iii. Seatbelts are an essential element of our driver safety policy/procedures. To emphasize seatbelt awareness, two (2) seatbelt violations will equate to one (1) moving violation when reviewing Motor Vehicle Records.
- iv. If notification of a moving violation and/or at-fault accident occurs while on probationary status, the employee may be placed in a non-driving position or prohibited from driving on School business.
- v. Employees that accumulate two (2) or more at-fault driving accidents during the course of 12 months may have their School driving privileges revoked. Pending availability, employees in driving positions may be placed in non-driving positions.
- vi. Employees convicted of Major Citations may not be permitted to transport students or operate any vehicle on any School business. For employees in driving positions this may result in termination.
- vii. If the semi-annual review of Motor Vehicle Records reveals Major Citations, citations for failure to appear, or at-fault accident, management shall review and determine if the employee should be permitted to continue to transport students or operate vehicles on School business.

c. Volunteers

- i. Management will review the insurance documents submitted by volunteers for information regarding Good Driver discounts or other indicators of a clean driving record. If questions arise as a result of this review, further investigation into the driving record of the volunteer will be done through the Butte County Superior Court online records search or other available means.
- ii. Management will review, and potentially prevent from transporting students or driving on School business, any volunteer whose Motor Vehicle Record reveals the following:
 1. Two (2) or more moving violations;
 2. One (1) at-fault accident and (1) moving violation;
 3. Three (3) or more seat belt violations.
- iii. Volunteers convicted of Major Citations may not be permitted to transport students or operate any vehicle on any School business.

4. Definitions

- a. For the purposes of this policy, Driver includes both employees and volunteers. The supervisor of a volunteer is defined at the School employee under which they are volunteering. In most cases this will be a classroom teacher.
- b. For the purposes of this policy, Major Citations include but are not limited to:
 - i. driving under the influence of drugs or alcohol,
 - ii. failure to stop for an accident,
 - iii. homicide, manslaughter or assault arising out of the operation of a motor vehicle,
 - iv. driving with a revoked or suspended license,
 - v. possession of an opened container of alcohol in a vehicle,
 - vi. speed contest,
 - vii. drag or highway racing,
 - viii. attempting to elude a police officer,
 - ix. hit and run,
 - x. reckless driving.

5. Adoption

- a. This board policy was reviewed and adopted by the Forest Ranch Charter School governing board on November 15, 2016.
- b. The next annual review will occur on or before November 15, 2017.