

## OPERATING SCHOOL OWNED VEHICLES

The Board recognizes the need for some school employees to operate District owned vehicles in the process of their job function or for transferring of students in approved situations. To safeguard the District, employees and students in matters of liability, the following policy guidelines must be observed:

1. The vehicle operator must have a valid Wisconsin operator's license or a valid operator's license issued by another jurisdiction, as defined by state law.
2. The operator must submit to a criminal background check on an annual basis (if transporting students or employees).
3. The operator must submit to a Motor Vehicle Record (MVR) check on an annual basis (if transporting students or employees).
4. Based on information obtained from the MVR, the following criteria shall be used to determine if the employee is an approved driver:

The individual shall not have:

- a. No more than one moving violations within the past 12 months (if transporting students or employees).
  - b. Received a major moving violation, such as reckless driving, operating while intoxicated, etc. in the last seven (7) years (if transporting students or employees).
  - c. Had more than three (3) or more preventable accidents or minor moving violations over the most recent five (5) year period.
5. The employee must be at least 18 years of age (if transporting students or employees).
  6. The vehicle operator must have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The Board may waive this requirement if the operator has sufficient use of one hand to safely operate the vehicle which the Board proposes the operator use, as substantiated by a special driving examination conducted by the Wisconsin Department of Transportation (DOT).
  7. If transporting students or employees, every three (3) years the operator must submit a medical opinion on the Verification of Fitness to Drive form stating that he/she is not suffering from any mental or physical disability or disease such as to prevent the operator from exercising reasonable control over a motor vehicle. Any cost incurred is the responsibility of the employee.
  8. The vehicle may not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the operator. The driver and all passengers must wear seatbelts at all times.
  9. Any student under the age of eight (8) must be restrained in compliance with Wisconsin Statutes in a safety restraint system that is appropriate to the child's age and size (i.e. car seat, booster seat) that meets the standards established by the DOT.

10. Drivers must refrain from the use of alcoholic beverages or controlled substances (any drug or medicine which may impair the ability of the driver to perform safely) for a period of not less than 24 hours prior to the transportation of pupils or employees.
11. Any individual who has been approved on a yearly basis to operate a motor vehicle must report to district administrator or designee in writing within three (3) days of the occurrence of any accident/moving violation/driving under the influence, etc. in which the individual was involved as the operator of a motor vehicle, regardless of whether the individual was issued a uniform traffic citation or charged with any offense or any suspension or revocation of the individual's operating privileges.
12. If students are being transported on field trips, athletic events, etc., parents must be notified via written notice, where the students are going, how long it will take to get there, who is operating the vehicle and what vehicle is being used.
13. There shall be no personal use of school vehicles.

Legal Ref.:           121.55 – Wisconsin Statutes  
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**APPROVED:**       July 18, 2011  
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