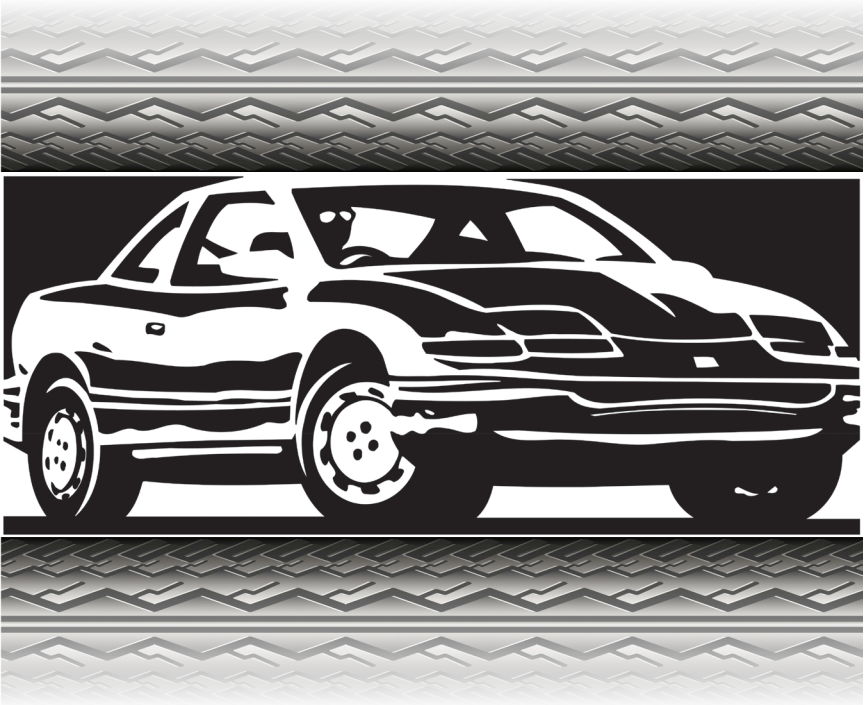




VEHICLE USE BEST PRACTICES



Employees Driving Private Vehicles



Driver:

As the employee/driver they understand:

If they drive their personal vehicle while on school business and they are involved in an accident, by law their own insurance policy is used first. The District liability policy would be used only after the liability policy for their vehicle has been exceeded.

The District does not insure, nor is it liable for comprehensive and collision coverage.

Use:

If students will be transported:

Private vehicles being operated for transporting students must meet the following guidelines:

• The Driver must:

1. Be at least 21 years of age
2. Possess a valid California driver's license
3. Provide the school district with a current driver record from DMV
4. Pass a fingerprint clearance with the Department of Justice
5. Possess auto insurance as required by the State of California
 - Check your district's policy requirements, they may be higher than the State of California

- The vehicle may not be designed to transport more than ten (10) persons.
- In no case shall the number of passengers, including driver, exceed the number of available seat belts.
- Prior to the trip, the district must approve driver.
- Check with your district regarding their vehicle inspection requirements
- An appropriate "Use of vehicle" form must be completed and on file before a trip is taken.
- The use of personal cars where hazardous road conditions have been declared by California Highway Patrol, or other City, county, State or Federal agencies authorized to monitor road conditions, is prohibited.
- Prior to departure, the driver shall be instructed as follows:
 1. Follow the most direct route.
 2. Avoid unnecessary stops.
 3. Do not carry non-district personnel, non-students or other "guests" as passengers.
- Passengers will be seated in child restraint systems (car seats/ booster seats) unless they are six (6) years of age or older, or weigh 60 lbs. or more. If the vehicle has a passenger, front seat air bag, passengers 12 years of age or younger shall be seated in the rear seats.

If An Accident Occurs:

- Provide the other driver and law enforcement with car insurance information.
- Inform the school that the accident occurred, in a timely manner (If the school is in session, immediately. If the school is not in session, within 24 hours).
- If you were injured, notify the school as soon as possible.
- If students were in the vehicle, notify the school immediately.
- The district will not participate in the insurance activities unless the vehicle insurance has been exceeded.

Employees Driving District Vehicles



Driver:

1. District verifies employee has a valid Ca driver's license
2. Maximum on-duty time not to exceed a total of 16 hours worked in one day (i.e. teaching, coaching, etc & driving)
3. Employee uses JPA 23 – Checkout form

Vehicle:

1. Visual inspection prior to use.
2. Maintenance every 3,000 miles or per vehicle manufacturer recommendations.
3. Check out/in procedures.
4. Contain first aid kit and emergency equipment.

Use:

If students will be transported:

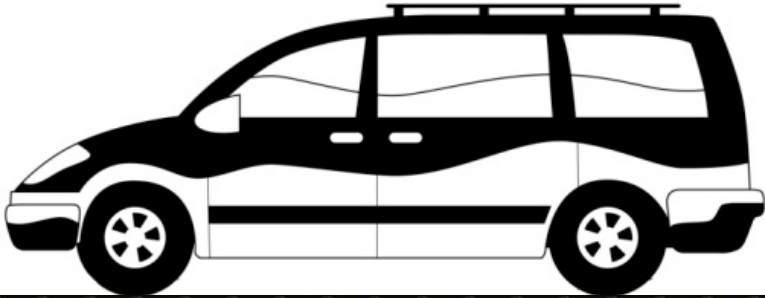
- The Driver must:
 1. Be at least 21 years of age
 2. Possess a valid California driver's license
 3. Provide the school district with a current driver record from DMV
 4. Pass a fingerprint clearance with the Department of Justice

- The vehicle may not be designed to transport more than ten (10) persons; otherwise, the driver must have a valid Class B driver's license with a passenger endorsement.
- The vehicle may not transport more than ten (10) persons.
- In no case shall the number of passengers, including driver, exceed the number of available seat belts.
- Prior to the trip, the district must approve driver.
- The use of vehicles where hazardous road conditions have been declared by California Highway Patrol, or other City, county, State or Federal agencies authorized to monitor road conditions, is prohibited.
- Prior to departure, the driver shall be instructed as follows:
 1. Follow the most direct route.
 2. Avoid unnecessary stops.
 3. Do not carry non-district personnel, non-students or other "guests" as passengers.
- Passengers will be seated in child restraint systems (car seats/ booster seats) unless they are six (6) years of age or older, or weigh 60 lbs. or more.
- If the vehicle has a passenger, front seat air bag, passengers 12 years of age or younger shall be seated in the rear seats.

If An Accident Occurs:

- Provide the other driver and law enforcement with car insurance information.
- Immediately notify the school district that the accident occurred.

Parents/Volunteers Driving Private Vehicles



Driver:

As the parent/volunteer they understand:

If they drive their personal vehicle while on school business and they are involved in an accident, by law their own insurance policy is used first. The District liability policy would be used only after their liability policy for their vehicle has been exceeded.

The District does not insure, nor is it liable for comprehensive and collision coverage.

Use:

If students will be transported:

Private vehicles being operated for field trips (transporting students other than their own) must meet the following guidelines:

- The Driver must:

1. Be at least 21 years of age
2. Possess a valid California driver's license
3. Provide the school district with a current driver record from DMV
4. Pass a fingerprint clearance with the Department of Justice

5. Possess auto insurance as required by the State of California
 - Check your district's policy requirements, they may be higher than the State of California
- The vehicle may not be designed to transport more than ten (10) persons; otherwise.
- In no case shall the number of passengers, including driver, exceed the number of available seat belts.
- Prior to the trip, the district must approve driver.
- Check with your district regarding their vehicle inspection requirements
- An appropriate "Use of vehicle" form must be completed and on file before a trip is taken.
- The use of personal cars where hazardous road conditions have been declared by California Highway Patrol, or other City, county, State or Federal agencies authorized to monitor road conditions, is prohibited.
- Prior to departure, the driver shall be instructed as follows:
 1. Follow the most direct route.
 2. Avoid unnecessary stops.
 3. Do not carry non-district personnel, non-students or other "guests" as passengers.
 - Passengers will be seated in child restraint systems (car seats/ booster seats) unless they are six (6) years of age or older, or weigh 60 lbs. or more.
 - If the vehicle has a passenger, front seat air bag, passengers 12 years of age or younger shall be seated in the rear seats.

If An Accident Occurs:

- Provide the other driver and law enforcement with car insurance information.
- Immediately notify the school district that the accident occurred.

Parents/Volunteers Driving District Vehicles



Driver:

1. District verifies driver has a valid Ca driver's license
2. Maximum on-duty time not to exceed a total of 16 hours worked in one day (i.e. job & driving)
3. Driver uses JPA 23 – Checkout form

Vehicle:

1. Visual inspection prior to use.
2. Maintenance every 3,000 miles or per vehicle manufacturer recommendations.
3. Check out/in procedures.
4. Contain first aid kit and emergency equipment.

Use:

If students will be transported:

- The Driver must:
 1. Be at least 21 years of age
 2. Possess a valid California driver's license
 3. Provide the school district with a current driver record from DMV
 4. Pass a fingerprint clearance with the Department of Justice

- The vehicle may not be designed to transport more than ten (10) persons; otherwise, the driver must have a valid Class B driver's license with a passenger endorsement.
- The vehicle may not transport more than ten (10) persons.
- In no case shall the number of passengers, including driver, exceed the number of available seat belts.
- Prior to the trip, the district must approve driver.
- The use of vehicles where hazardous road conditions have been declared by California Highway Patrol, or other City, county, State or Federal agencies authorized to monitor road conditions, is prohibited.
- Prior to departure, the driver shall be instructed as follows:
 1. Follow the most direct route.
 2. Avoid unnecessary stops.
 3. Do not carry non-district personnel, non-students or other "guests" as passengers.
- Passengers will be seated in child restraint systems (car seats/ booster seats) unless they are six (6) years of age or older, or weigh 60 lbs. or more.
- If the vehicle has a passenger, front seat air bag, passengers 12 years of age or younger shall be seated in the rear seats.

If An Accident Occurs:

- Provide the other driver and law enforcement with car insurance information.
- Immediately notify the school district that the accident occurred.

Employees Driving Rental Vehicles

Driver:

1. District directs driver to use a rental vehicle for the trip
2. District verifies employee has a valid Ca driver's license
3. Maximum on-duty time not to exceed a total of 16 hours worked in one day (i.e. job & driving)



Vehicle:

1. Visual inspection prior to use.
2. It is the decision of the district whether to purchase insurance coverage from the rental company. If the district does not take the optional coverage, then the district will have the exposure under the district's property and liability coverage program.

Use:

If students will be transported:

- The Driver must:
 1. Be at least 21 years of age
 2. Possess a valid California driver's license
 3. Provide the school district with a current driver record from DMV
- The vehicle may not be designed to transport more than ten (10) persons; otherwise, the driver must have a valid Class B driver's license with a passenger endorsement.
- The vehicle may not transport more than ten (10) persons.
- In no case shall the number of passengers, including driver, exceed the number of available seat belts.
- Prior to the trip, the district must approve driver.
- The use of vehicles where hazardous road conditions have been declared by California Highway Patrol, or other City, county, State or Federal agencies authorized to monitor road conditions, is prohibited.
- Prior to departure, the driver shall be instructed as follows:
 1. Follow the most direct route.
 2. Avoid unnecessary stops.
 3. Do not carry non-district personnel, non-students or other "guests" as passengers.
- Passengers will be seated in child restraint systems (car seats/ booster seats) unless they are six (6) years of age or older, or weigh 60 lbs. or more.
- If the vehicle has a passenger, front seat air bag, passengers 12 years of age or younger shall be seated in the rear seats.

If An Accident Occurs:

- Provide the other driver and law enforcement with car insurance information.
- Immediately notify the school district that the accident occurred.

Students Driving Private Vehicles



Non District Sponsored Transportation:

Occasionally students drive themselves or ride together while traveling to and from district activities, e.g. off-campus instruction and participation in athletic events. Care must be taken to reduce the likelihood that a student driving a private vehicle will be considered an agent/volunteer of the district.

It should be made clear to the participants that they are “on their own” and are responsible for arranging their own transportation to and/or from the activity by signing a form whereby they acknowledge that while driving their vehicle or riding as a passenger in a private vehicle, the driver is not an agent of the district and that the district assume no liability.

- Prior to the scheduled activity, all parent/guardians and student drivers should complete a “Student Voluntary Transportation Agreement” JPA form # 21
- The district will not dictate the route, time, passengers, caravanning, etc.
- The district will not check for driver’s license, proof of insurance or inspect the vehicle.

Driver Records



The district will review the DMV driver records provided to them by the prospective driver.

The Department of Motor Vehicles (DMV) places the following convictions in the driver's license file:

- a. When a traffic conviction shows that a person drives a motor vehicle unsafely on a highway, the DMV assigns as one point toward determination of a negligent driver.
- b. Two points are charged (assigned by the DMV) if the driver is convicted of:
 - Reckless driving
 - Hitting an unattended vehicle without notifying the owner
 - Causing property damage, injury, or death by hit-and-run driving
 - Manslaughter involving a vehicle
 - Causing and injury or death with a vehicle while evading a peace officer
 - Driving on the wrong side of a divided highway
 - Speed contest or exhibition of speed
 - Illegal transport of explosives
 - Driving under the influence of liquor and/or any drug
- c. For District's purposes, a driver is considered a negligent operator of a motor vehicle with status 1, 2, or 3 when the driving record shows the following point count within the specified period of time:

	STATUS 1	STATUS 2	STATUS 3
# of points within	Employee driving vehicle without student passenger	Employee driving vehicle with students	Volunteer driving with students
12 months	4 points	3 points	
24 months	6 points	4 points	
36 months	8 points	4 points	2 points
48 months		5 points	3 points
60 months			4 points
Any violation listed in (b) above within			
12 months	XXX		
36 months		XXX	
60 months			XXX

Driver Records – Help Sheet



Example:

Employee driving a vehicle without students:

- 12 months, allowed 3 points
- 24 months, allowed 5 points
- 36 months, allowed 7 points

Employees driving vehicle with students

- 12 months, allowed 2 points
- 24 months, allowed 3 points
- 36 months, allowed 3 points
- 48 months, allowed 4 points

Employee:

Receives any violation listed in (b) within 12 months cannot drive a vehicle

Employee:

Receives any violation listed in (b) within 36 months cannot drive with students

Risk Management Committee

Brian Stephens, Chair
No. Humboldt Union High School Dist.

Clint Duey
Fortuna Union High School Dist.

Richard Graey
Mattole Unified School District

Rodney Jahn
Del Norte County Unified School Dist.

Pat Jensen
Del Norte County Unified School Dist.

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Pacific Union School Dist.

Jeff Napier
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Scott Oilar
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Dan Pires
Eureka City Schools

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Eureka City Schools

Beverly Stevens
Klamath-Trinity J.U.S.D.

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Humboldt County Office of Education

