

East Stroudsburg Area School District

SECTION: OPERATIONS
 TITLE: ELIGIBILITY TO OPERATE DISTRICT-OWNED MOTOR VEHICLES
 1st READING: December 17, 2012
 ADOPTED: January 28, 2013
REPEAL: August 2018

ELIGIBILITY TO OPERATE DISTRICT-OWNED MOTOR VEHICLES	
<p>1. Purpose</p> <p>Pol. 810, 810.1</p>	<p>To further a safe environment for authorized district employees and/or volunteers and protecting East Stroudsburg Area School District property, this policy governs the eligibility for drivers to operate School District-owned motor vehicles.</p> <p>This policy does not preclude the School District's enforcement of any state or federal statute or regulation or of any other District policy, regulation or directive that may result from or relate to an employee's operation of a motor vehicle.</p> <p>For instance, if an employee whose job duties include operating a District-owned motor vehicle loses eligibility to operate such vehicle pursuant to this policy; additional consequences beyond this policy (including termination of employment as warranted by the School Code or assignment to an alternative duty for which the employee is qualified) may ensue.</p>
<p>2. Definition</p>	<p>Eligible Driver under this regulation shall mean any authorized employee of the District and/or authorized volunteer who regularly drives or operates a District-owned motor vehicle as a possible function of their job responsibility, or for any other District-endorsed or approved purpose. To be an eligible driver, the authorized employee and/or volunteer must have a valid driver's license for the class of vehicle being driven and be deemed eligible to drive based upon this policy.</p>
<p>3. Guidelines</p>	<p>The Chief of School Police or designee shall maintain a list of all School District authorized employees and/or volunteer who are eligible to drive School District-owned vehicles.</p> <p>To be eligible to drive School District-owned vehicles, an authorized employee and/or volunteer must annually provide the following to management: a copy of a valid driver's license; and, consent for the District to obtain the employee's motor vehicle driving record.</p>

By July 1st and December 31st of each year, the Chief of School Police or designee will obtain a list of all District authorized employees whose employment requires them to operate a District-owned vehicle. A Department of Transportation consent form (DL-503 Request for Driver Information) shall be provided to the District administration by the employee on an annual basis, and also anytime an employee is involved in a "reportable accident." Authorized volunteers shall provide the Chief of School Police or designee a Department of Transportation consent form (DL-503 Request for Driver Information) prior to being granted permission for use of District-owned motor vehicles.

As defined by Section 3746 of the Pennsylvania Vehicle Code, a "**reportable accident**" is an accident that results in personal injury, a death or damage to any vehicle such that the vehicle cannot be driven safely under its own power.

An authorized employee and/or volunteer shall lose eligibility to drive motor vehicles owned by the School District for any of the following four reasons:

1. Three (3) or more reportable accidents within the last three (3) years.
2. Conviction/Guilty plea for one (1) Type A violation within the last three (3) years.
3. A combined total of four (4) reportable accidents or conviction/guilty plea for Type B violations within the last three (3) years.
4. A driving record over the last three (3) years that provides a reasonable basis to believe the employee's operation of a District-owned vehicle may present a material risk to District property or to human health and safety (loss of eligibility solely for this reason must be approved by the Superintendent).

Designation of Type A and Type B violations are based on a survey of state point systems. Violations receiving the higher number of points are classed as Type A.

Type A Violations

1. Driving under influence of alcohol or controlled substance.
2. Homicide by vehicle.
3. Using a motor vehicle for the commission of a felony.

<p>4. Delegation of Responsibility</p>	<p>4. Aggravated assault with a motor vehicle.</p> <p>5. Knowingly permitting an unlicensed person to drive.</p> <p>6. Reckless driving.</p> <p>7. Racing on highways.</p> <p>8. Hit and run driving relating to accidents involving death or personal injury.</p> <p><u>Type B Violations</u></p> <p>1. All moving violations not listed as Type A violations</p> <p>The Chief of School Police or designee shall provide this policy to authorized employees and/or volunteers who operate or request permission to operate a School District-owned motor vehicle.</p> <p>Employees whose job duties include operating motor vehicles owned by the School District shall be responsible to report promptly to the Chief of School Police or designee their involvement in any reportable accident or any Type A or B moving violation. Failure to report will result in an immediate loss of eligibility to drive motor vehicles owned by the School District and possible disciplinary action up to and including termination of employment.</p> <p>Authorized volunteers shall be responsible to report promptly to the Chief of School Police or designee their involvement in any reportable accident or any Type A or B moving violation. Failure to report will result in an immediate loss of eligibility to drive motor vehicles owned by the School District.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Pennsylvania Vehicle Code – 75 Pa. C.S.A. Sec. 4551 et seq.</p> <p>Board Policy – 810, 810.1</p>
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