

**USE OF SCHOOL VEHICLES
POLICY**

It is the policy of the Board of Education that school vehicles maintained by the District shall be used to assist employees and School Board members in carrying out mission, goals and objectives of the School District. School vehicles shall be operated, serviced and maintained in accordance with state law and generally accepted guidelines of vehicle maintenance and operation. School vehicles shall be operated by authorized Board members, school employees and other persons approved by the Superintendent and/or his/her designee(s) for school business purposes only.

USE OF SCHOOL VEHICLES PROCEDURES

The purpose of these procedures is to establish a set of written guidelines to follow in order to implement the Board of Education's policy on Use of School Vehicles. The following procedures shall apply to the use of school vehicles:

SECTION I. GENERAL PROCEDURES

- A. School vehicles shall be operated by authorized school employees and other persons authorized by the Superintendent and/or his/her designee(s). This shall include members of the Board of Education.
- B. School vehicles shall be operated, serviced and maintained in accordance with state law and generally accepted guidelines of vehicle maintenance and operation.
- C. School employees and Board members who operate school vehicles shall be duly licensed and certified under Oklahoma law for the type of vehicle being used. The Superintendent and/or his or her designee(s) may authorize a licensed operator from another state to operate a school vehicle.
- D. Operators of school vehicles must obey all traffic laws, exercise reasonable care at all times and operate the vehicle in a manner consistent and compliant with all safety rules, whether on school grounds or on public thoroughfares. Operators are required to take the necessary steps practical while operating a school vehicle to protect the safety and health of all passengers and other persons, as well as prevent damage to school vehicles or other property.
- E. Authorized personnel must obtain approval from the Superintendent or designee when District vehicles are to be used for out-of-state travel.
- F. Authorized personnel must obtain approval from their Department/Campus Director when District vehicles will be checked out for a time period greater than one (1) week.

SECTION II. USE OF TOBACCO PRODUCTS

Use of any and all tobacco products is prohibited in or on all property, including motor vehicles owned, leased, or under the control of Tulsa Technology Center unless authorized in procedure. Please refer to the Tobacco Policy (GEN-10, PER-16, STU-10).

SECTION III. USE OF CELL PHONE OR OTHER ELECTRONIC TEXTING DEVICES

District employees shall not engage in text messaging or texting when driving district vehicles or when driving private vehicles on district business.

SECTION IV. CHECK-OUT PROCEDURES

- A. The use of all school vehicles, except for maintenance vehicles such as tractors, forklifts and trailers, shall be requested and checked out through the District Transportation Office. Additionally, travel with students and travel out of the District area requires written approval from a Director or Assistant Director.
- B. A school gasoline credit card and Pike Pass may be checked out with any school vehicle when a trip outside the District is scheduled.
- C. All personnel authorized to operate District vehicles must present a valid Oklahoma Driver License at time of check out. A copy of the license will be maintained yearly and on file in the District Transportation Office.

SECTION V. CHECK-IN PROCEDURES

- A. All school vehicles shall be returned to the appropriate parking or storage area.
- B. All vehicles shall be returned with a full gas tank when returning from out of District travel. Return all keys and all gas receipts to the District Transportation Office.

SECTION VI. REPORTING ACCIDENTS AND DAMAGE

- A. All vehicle accidents shall be reported immediately to the District Transportation Office and an Employee Accident Reporting Form completed as identified in PER-14 Health and Safety – Procedures “Work Related Injury/Illness Treatment, Reporting and Investigation”.
- B. Any damage resulting to a school vehicle due to accidents or other reasons shall also be reported to the District Transportation Office with a completed Motor Vehicle Accident Reporting Form.

SECTION VII. STUDENTS IN SCHOOL VEHICLES

Any school vehicle having a seating capacity of ten (10) or more passengers may not be used to transport students unless it is a Type A, B, C or D school bus. This means that a school van that has a capacity of ten (10) or more people may not be used to transport students.

SECTION VIII. SCHOOL CARS

School cars are available to be used by staff members and Board members in carrying out the mission, goals and objectives of the School District. Students may be transported in school cars.

SECTION IX. SCHOOL VANS

School vans are also available to be used by staff members and Board members. If the van seats ten (10) or more people, students may not be transported. As a general rule, a van should be used only when four or more passengers are being transported. Exceptions would be when the van is being used to transport equipment or a school car is not available.

SECTION X. MAINTENANCE TRUCKS, TRAILERS, TRACTORS, LIFT EQUIPMENT AND FORK LIFTS

These vehicles are to be used primarily for transporting equipment, tools and maintenance personnel while performing maintenance functions in the District. Forklifts and personnel lifts require certification training before use and can only be operated by District employees. No person shall be allowed to ride in the back of a truck or on any other vehicle unless it is designed for a driver/operator or passenger.

SECTION XI. DONATED VEHICLES

Donated vehicles shall not be used to transport staff, students or any other person.

SECTION XII. SCHOOL BUSES

- A. Personnel authorized to operate a school bus shall comply with the procedures set forth in PER-30 "Alcohol and Controlled Substance Testing Program for Employees Required to Hold A Commercial Driver License".
- B. Personnel authorized to operate a school bus shall possess a valid Commercial Driver License with Passenger and School Bus (P&S) endorsement and the State Department of Education certification.

When operating a school bus, the District shall comply with the school transportation regulations listed in the School Laws of Oklahoma, Sections 170-187 (OS 70-9-101-118).

- C. A copy of these regulations is available in the office of the District Transportation Office.
- D. Please refer to Student Policy No. 2 regarding "District Provided Student Transportation."
OS 70-9-101-118