

SHAMOKIN AREA SCHOOL DISTRICT
REQUEST FOR USE OF SCHOOL VEHICLE

NAME	DATE OF REQUEST
DATE(S) VEHICLE WILL BE USED	
REASON	
DESTINATION	
NUMBER OF PASSENGERS (INCLUDING DRIVER)	TIME OF DEPARTURE <div style="text-align: right;">AM PM</div>
	TIME OF RETURN <div style="text-align: right;">AM PM</div>

DISCLOSURE STATEMENT:

I CERTIFY THAT: I AM AT LEAST 18 YEARS OF AGE.

I HAVE SUBMITTED A COPY OF A VALID DRIVER'S LICENSE.

I WILL BE THE ONLY VEHICLE DRIVER.

I WILL INSPECT ENTIRE VEHICLE BEFORE AND AFTER USE.

I HAVE RECEIVED AND READ POLICY 810.3 AND 810 AR. (attached)

REQUESTOR SIGNATURE

DATE

A LIST OF ALL PASSENGERS (INCLUDING DRIVER) MUST ACCOMPANY REQUEST
BEFORE APPROVAL IS GIVEN.

For office use only:

PRINCIPAL/ATHLETIC DIRECTOR APPROVAL

DATE

SUPERINTENDENT APPROVAL

DATE

VEHICLE AVAILABLE: YES NO

VAN NUMBER ASSIGNED: _____

SHAMOKIN AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SCHOOL VEHICLE DRIVERS

ADOPTED: August 20, 2019

REVIEWED: March 1, 2022

REVISED: March 16, 2022

810.3. SCHOOL VEHICLE DRIVERS

Note: This policy only refers to drivers of school vehicles which do not qualify as a school bus or commercial motor vehicle. Policy 810.1 applies to school bus and commercial motor vehicle drivers.

Purpose

The Board recognizes that an employee must be fit to operate a school vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

Definition

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a "school bus" or "commercial motor vehicle."^[1]

Authority

The Board shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles.

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles.^[2]

810.3. SCHOOL VEHICLE DRIVERS

School vehicle drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.

The Board prohibits school vehicle drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.[3]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which may include the following components:

1. Establishment of procedures for drug and alcohol testing of school vehicle drivers.
2. Establishment of procedures for obtaining and reviewing each school vehicle driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a vehicle.[4]

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

1. This policy and any accompanying administrative regulations; and
2. Educational materials related to misuse of alcohol and use of controlled substances.

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.

Guidelines

School vehicle drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[2][5][6][7][8][9]

Prior to employment and at least once each school year, school vehicle drivers shall submit a copy of a valid driver's license to the Superintendent or designee.[4]

Any individual approved as a school vehicle driver must be a minimum of 18 years of age.

Reporting Requirements

School vehicle drivers shall report misconduct in accordance with Board policy 317 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[2][10]

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School vehicle drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school vehicle.

School vehicle drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."

A school vehicle driver arrested, charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing following the driver's arrest, charge or receipt of citation immediately following the arrest, charge or citation. Notice is required no matter what type of vehicle the driver was driving.

An employee who has provided timely notification of an arrest, citation or charge shall not be terminated or otherwise disciplined by the district or contract carrier based solely on the allegations underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and including termination for failure to provide timely notice of an arrest, citation or charge.

A school vehicle driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing of the conviction within thirty (30) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.

Any school vehicle driver whose operating privilege is suspended, revoked, canceled or recalled by any state, shall notify the Superintendent or designee immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.[4]

Controlled Substances and Alcohol

Drug and Alcohol Testing -

The district shall require school vehicle drivers to submit to the following drug and alcohol tests:

- post-accident
- reasonable suspicion

810.3. SCHOOL VEHICLE DRIVERS

The drug and alcohol testing program for school vehicle drivers shall be completely separate from the drug and alcohol testing program for covered drivers. The district shall not use the *Federal Drug Testing Custody and Control Form* or the *Department of Transportation Alcohol Testing Form* in its drug and alcohol testing program for school vehicle drivers.^[11]

Prohibited Conduct -

School vehicle drivers shall not use medical marijuana products.

School vehicle drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A school vehicle driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.^[12]
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.^[13]
3. After consuming alcohol or a controlled substance within the previous eight (8) hours.

An exception shall be made for therapeutic use of prescribed controlled substances used by a school vehicle driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school vehicle.

Consequences/Discipline -

The district shall place a school vehicle driver who drives, operates or is in physical control of a school vehicle out of service for thirty (30) days if the school vehicle driver:^{[4][12]}

1. Has any detectable amount of alcohol in his/her system; or
2. Refuses to take a test to determine his/her alcohol content.

A school vehicle driver who refuses to take a drug or alcohol test required pursuant to Board policy and administrative regulations has not refused to take a Department of Transportation (DOT)-test.^{[14][15]}

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action, up to and including termination, for a school vehicle driver who violates applicable law and regulations, Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.

810.3. SCHOOL VEHICLE DRIVERS

Maintenance of Records

Drug and alcohol test information for school vehicle drivers shall be maintained separate from test information for covered drivers, such information shall be treated as confidential and shall only be released in accordance with law.^[11]

Drug and alcohol test information for school vehicle drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.

Acknowledgment of Receipt

Each school vehicle driver acknowledges they have received a copy of this policy and its accompanying administrative regulations when they submit a *Request for Use of School Vehicle* form.

The district shall keep the original signed form in the school vehicle driver's personnel file.

Training

School vehicle drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which school vehicle drivers should also receive that training.

Incident/Accident Reporting

It is the responsibility of the approved school vehicle driver to do the following when operating a school vehicle:

1. Inspect entire vehicle before and after each use.
2. Follow this policy and all guidelines outlined in 810-AR.
3. Report any comprehensive damage to immediate supervisor, Athletic Director, or Supervisor of Facilities and Maintenance when vehicle is returned.
4. Report any accident/collision damage to immediate supervisor, Athletic Director, or Supervisor of Facilities and Maintenance immediately.
5. Failure to follow policy will result in disciplinary action.

SHAMOKIN AREA SCHOOL DISTRICT

Adopted: February 17, 2009

ADMINISTRATIVE GUIDELINE

Revised: March 16, 2022

810-AR DISTRICT OWNED, LEASED, OR CONTRACTED VEHICLE ACCIDENT
AND EMERGENCY

SC 1517 Each school year, two (2) emergency evacuation drills will be conducted on all school buses. The first drill will be conducted during the first week of school and the second will be conducted during the month of March. Each drill shall include the practice and instruction concerning the location, use and operation of emergency exit doors, on-board communication systems, cellular phones, fire extinguishers and the proper evacuation of buses in the event of fires, accidents or emergencies. All bus drivers will receive in-service training in the implementation of these administrative guidelines, and they will be informed of other appropriate safety procedures including changes in state regulations. A staff member requesting the use of a district vehicle will, upon approval of the request, receive a copy of this policy.

All district owned or contracted buses will be equipped with on-board two-way communications systems.

1. Accidents

A. The driver shall remain with the vehicle in the event of an accident.

B. The driver or other responsible person shall utilize the on-board communication system (CB radio, etc.) to contact the police and, if possible, the School District. The police shall be requested to contact the Northumberland County Emergency Communications Center (911) and the School District. If the on-board communication system is not available, assistance will be summoned by the most appropriate means.

C. The principal shall be informed of the accident as soon as possible. If the accident is in close proximity to a district school, that school's principal shall go to the accident scene and provide assistance as needed.

D. Students are not to leave the scene of the accident until they receive permission from the police officer and/or emergency personnel in charge of the accident scene and until they are properly accounted for.

E. The Business Manager should immediately arrange for another district owned or leased vehicle to expedite delivery of the riders to their homes or other designated destination(s). In the event that another district vehicle is not immediately available, other safe means of transportation may be used to deliver riders to their destinations.

F. Emergency personnel shall be summoned to the accident scene. These personnel shall screen riders to determine whether medical treatment and/or hospitalization is required, provide first-aid to injured victims of the accident, and arrange to transport injured victims to medical care facilities.

G. The Business Manager shall submit a complete written report of the accident to the Superintendent and principal within 24 hours of the accident. This report shall contain a complete summary of the accident. The Business Manager shall also obtain and submit to the Superintendent a copy of the police report. The Business Manager shall also be responsible for completing all appropriate insurance forms.

H. The principal of the school whose students are involved in the accident shall notify the parents, legal guardians, or spouses of the injured riders as soon as possible. The principal shall send a brief written account of the accident to all adult riders and to parents or legal guardians of all student riders within seventy-two (72) hours of the accident. The principal shall have this written account reviewed by the district solicitor and Superintendent prior to distribution. This report should include relevant information provided by the Business Manager and the police.

I. The Superintendent shall inform the Board regarding the relevant details of the accident. This will be done in a manner appropriate to the situation.

J. All news releases concerning the accident will be approved by the Superintendent or other designated administrator.

2. Emergencies

A. The driver shall remain with the vehicle in the case of an emergency.

B. The driver or other responsible person shall utilize the on-board communication system (CB radio, etc.) to contact the police and, if possible, the School District. The police shall be requested to contact the Northumberland County Emergency Communications Center (911) and the School District.

C. The principal shall be informed of the emergency as soon as possible. If the emergency is in close proximity to a district school, the school's principal shall go to the emergency scene and provide assistance as needed.

D. Students are not to leave the scene of the emergency until they receive permission from the police officer and/or emergency personnel in charge of the emergency scene and until they are properly accounted for.

E. If necessary, the Business Manager should immediately arrange for another district owned or leased vehicle to expedite delivery of the riders to their homes or other designated destination(s). In the event that another district owned or leased vehicle is not immediately available, other safe means of transportation may be used to deliver riders to their destinations.

F. Emergency personnel shall be summoned to the site if the emergency involved physical injury or illness. These personnel shall determine whether medical treatment and/or hospitalization is required, provide needed aid to the sick or injured, and arrange to transport those needing such assistance to medical care facilities.

G. The Business Manager shall submit a complete written report of the accident to the Superintendent and principal within twenty-four (24) hours of the accident. This report shall contain a complete summary of the accident. The Business Manager shall also be responsible for completing all appropriate insurance forms.

H. When appropriate, parents, legal guardians, or spouses of those directly involved in the emergency shall be contacted by a district administrator so designated by the Superintendent. This will be accomplished in the case of an injury or illness.

I. The Superintendent shall inform the Board regarding the relevant details of the emergency. This will be done in a manner appropriate to the situation.

J. All news releases concerning the emergency will be approved by the Superintendent or other designated administrator.

3. Review Guidelines

School District Administration should obtain motor vehicle records (MVR's) as part of the driver selection process for all prospective drivers. For existing student transportation drivers, MVR's should be checked on an annual basis and in conjunction with any involvement in an accident. For existing non-student transportation drivers, MVRs should be checked on a once every three-year basis and in conjunction with any involvement in an accident.

Based on accident/violation history, an individual's driver record becomes marginal or poor if one or more of the following exists:

- Three or more accidents (regardless of fault) in the last three years.
- One or more Major Offenses violations in the last three years.
- Any combination of accidents and Serious Traffic Offenses violations, which equal four or more in the last three years.

Designation of Major Offenses and Serious Traffic Offenses violations is based on a survey of state point systems and federal department of transportation descriptions. Violations receiving the higher number of points are classed as Major Offenses.

Major Offenses Violations

- Driving under the influence of alcohol or controlled substance.
- Refusing to submit to chemical testing.
- Leaving the scene of an accident.
- Using a vehicle to commit felony

- Using a motor vehicle for the commission of a felony involving manufacturing, distribution or dispensing a controlled substance.
- Negligent homicide arising out of the use of a motor vehicle.
- Aggravated assault with a motor vehicle.
- Permitting an unlicensed person to drive.
- Reckless driving.
- Speed Contest.
- Hit and run (BI and PD) driving.

Serious Traffic Offenses Violations

- All moving violations not listed as Major Offenses violations.

These guidelines will be uniformly applied to all drivers.

If any incidents are indicated in the system, they will be submitted to the Superintendent for review to approve or disapprove on a case-by-case basis.