



Code: **EEBA-AR**
Revised/Reviewed: 12/19/01; 1/31/14
Orig. Code(s): EEBA-AR

Use of District Owned Vehicles

This administrative regulation shall pertain to all employees who, as part of their regular employment duties, use district owned vehicles in the performance of their regular duties. This will include full time, part-time and substitute employees. Such use excludes the transportation of students and is primarily for district business in the maintenance and food service departments.

Employment Pre-application Process

Any applicant being considered for a position that includes the use of district-owned vehicles and that is not for the purpose of transporting students will be required to submit to a motor vehicle report from the Oregon Department of Motor Vehicles. In addition, applicants for posted job openings in district nonstudent driving positions will be required to complete a pre-employment physical examination to verify fitness for using a district-owned motor vehicle in association with specific job duties related to the inspection and operation of the vehicle. All other usual and customary procedures associated with the selection of an individual for an open position, such as an oral interview and other appropriate tests as are deemed necessary by the district, will be conducted in accordance with district human resources guidelines.

Employment Post-selection Process

Individuals selected for employment with the district will be required to participate in and successfully complete a driver safety course of study, conducted by district transportation driver trainers. Successful completion shall occur prior to the final assignment of job responsibilities. Supervisors of employees needing such training will notify the district transportation department well in advance so schedules can be met in a timely manner. The length of the training program and the curriculum to be used shall be determined by the district transportation department with the assistance of the departmental supervisor and shall relate directly to the job responsibilities and the type of vehicle(s) used by the district driver for the position. Individuals who do not successfully complete such training shall be paid for their time at the substitute rate, but will not be recommended to become district employees.

Periodic Vehicle Maintenance

Employees shall be responsible for preventative maintenance and upkeep of district vehicles as assigned. The district transportation department and/or the employee's supervisor will give specific instruction and training. The mistreatment of vehicles shall be subject to district evaluation and/or discipline by the employee's supervisor.

All such employees shall be responsible for conducting scheduled vehicle pre-trip inspections. Such procedures shall include a documented inspection stating that the pre-trip inspection has been completed according to the correct pre-trip procedure(s). The signed pre-trip will be submitted to the supervisor. In

addition, all district vehicles shall be delivered to the transportation department for periodic servicing on a schedule communicated to the employee/driver in writing.

Training

All employees with driving responsibilities associated with their job will be responsible for participating in the district's driver safety program. This program shall include training in correct driving procedure for assigned vehicles and shall include successful completion of a driver evaluation every two years and Defensive Driving Course training every four years. The district transportation driver trainer(s) shall administer such training.

Employees who damage district vehicles or fail to follow basic driving skills will be subject to retraining and an annual evaluation of driving skills and/or discipline up to and including dismissal.

All employees with driving responsibilities are subject to annual review of their driving record through district request of such information from the Oregon Department of Motor Vehicles.

Report of Driver Violations/Vehicle Accidents

Employees whose responsibilities are associated with driving nonstudent district vehicles are required to report to their supervisor within five work days any moving violation arrest or conviction that could affect their eligibility to maintain approval for licensing. Arrests or convictions in either district or personal vehicles for moving violations, driving under the influence of intoxicants and/or involvement in a chargeable accident must be reported. If the district confirms through investigation that the employee has committed such violations, the employee is subject to district discipline, including suspension from work without pay or termination of employment. An individual who receives a license revocation or suspended license and cannot perform the duties of the job due to driving limitations is subject to discipline including suspension from work without pay during the time of license suspension or termination of employment. Further, any individual who fails to report such changes is subject to discipline, including suspension from work without pay and/or termination.

District nonstudent drivers shall be subject to the district's Transportation Accident Point System when considering discipline for driving violations.