

PROCEDURES FOR USING DISTRICT CHECK-OUT VEHICLES 2218-010

1. Employees must first complete the Drivers Safety Program established by the Division of Risk Management. The program consists of a driver training video and test found on their web page at www.risk.utah.gov. Your test results need to be given to your immediate supervisor and a copy send to the Transportation Department. This program must be completed every two years.
2. The driver of the check-put vehicle is responsible for a quick observation of the vehicle: Tires, working lights, windshield wipers and washers, etc. An envelope will be provided, which the driver will complete. Note on the envelope any body damage prior to, and after the trip. Check-out vehicles are to be driven by the employee only. District trailers should only be towed by district vehicles. If other vehicles are towing district trailers a waiver should be signed by the owner that they understand primary insurance coverage is their responsibility
3. Other passengers, not employed by the Box Elder School District need documented verbal approval by the employee's immediate supervisor, before being transported in the district vehicle. **No pets** will be allowed in the district vehicles, unless used as a service animal.
4. On returning the check-out vehicle: Refuel if less than 1/2 full and include receipt in envelope, clean up trash, and check for fallen items under the seats. Report any spills or damage inside the vehicle on the envelope provided. Reminder: Each district vehicle has an assigned fuel card. This card identifies the vehicle being fuel and MUST remain with the vehicle. Employees may receive at the time of pick-up, a temporary PIN to fuel the district vehicle.
5. Employees attending conference, training forums etc., which are outside the Utah state lines are required to use their personal vehicle and apply for mileage/fuel compensation. District vehicles will not be used. Work repairs, regular servicing and warranty work is the responsibility of the school district transportation mechanics.
6. Driver is responsible for all traffic violations and parking violations. **All vehicles have GPS devices** which report speed, location and other information to the Transportation Department. The person who signed the car out is considered the responsible party. The employee will be notified of speed or other violations recorded by the GPS. Reckless driving or excess speed many be cause for verbal or written warning to the employee and may affect the employment.
7. Procedures for school district vehicles assigned to an employee:
Each department supervisor/director should keep a list of the vehicles used within their department and the employees assigned to each vehicle. All information listed in the "Procedure for Using District Check-out Vehicles" applies. Employees must retain a PIN) Personal Identification Number) for use with the gas card assigned to the vehicle. A vehicle used daily by an employee must be reported to and documented by the immediate supervisor and then to the business administrator. Vehicle must be kept clean inside and outside as the represent Box Elder School District. A **FREE** wash bay is available at each bus shop. These assigned vehicles must be maintained regularly according to the service sticker posted on each windshield. Work repairs (including warranty work) on district vehicles must be preapproved by the mechanics in the Transportation Department.

Name: _____ Date: _____

Print Name: _____ School or Dept: _____