

# POLICY

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## VEHICLE USE POLICY

School-owned vehicles, also known as fleet vehicles, are provided for Delaware Academy Central School District at Delhi (herein “School District”) employees when traveling to and attending school district approved activities, training seminars or other approved activity. This also includes the use of the vehicles for Driver’s Education training. This policy does not cover the use of school buses. The fleet vehicles are maintained by and procured from the School District Transportation Department. The following policy guidelines have been placed into effect to promote a consistent and impartial system for the use of the vehicles as well as reduce the potential for liability in the event of an accident.

1. Only School District employees or Board of Education approved part-time employees, stipended program assistants, or volunteers (herein “authorized operators”) may operate a fleet vehicle. All authorized operators using fleet vehicles shall be added to the NYS License Event Notification System (LENS) to verify the employee’s license status and record.
2. School-owned fleet vehicles are to be used for official school travel by authorized operators. The vehicles shall not be used for commuting to and from an employee’s workplace and residence unless otherwise requested by the respective department administrator and approved by the District. Authorized operators of school-owned fleet vehicles are not permitted to transport students, family, friends, non-school business commuters or animals except for “service animals”, unless approved by the Superintendent on a case-by-case basis. The authorized operator must possess a valid New York driver’s license and be at least twenty-one (21) years of age. No student (except those under the direction of a Driver’s Education Instructor) or other non-school employee or unapproved volunteer may operate the vehicle. In the event that an authorized operator becomes unable to safely operate the vehicle due to illness or other unforeseen reason while driving on the road, a passenger may assume the driving responsibility and move the vehicle to a safe location off the road, contact the District and follow district directives of the Superintendent, Assistant Superintendent, or Director of Transportation.
3. Unauthorized Use: Fleet vehicles are not to be used for personal use at any time. Should an authorized operator need to procure a fleet vehicle prior to the scheduled departure time, the fleet vehicle must remain parked at their residence in a safe location and remain there until such time the vehicle is needed for district travel. When, at an approved school activity, the authorized operator must always exercise reasonable judgment regarding the use of the fleet vehicle. Misuse of the fleet vehicle may result in the suspension of privileges to use a fleet vehicle and or other disciplinary action by the school district.
4. Seat Belt Use Required. It is school district policy that seat belts be used at all times, by the driver and all passengers. Drivers of a school fleet vehicle are prohibited from overloading and/or overcrowding a vehicle that may result in unsafe operation. The number of vehicle occupants must not

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exceed the number of occupant safety restraint systems (seatbelts) in the fleet vehicle. Drivers are responsible for wearing and enforcing the use of seatbelts by all occupants or passengers.

5. Cell Phone/Personal Computing Device Usage: Texting or typing, with any device, while driving a school fleet vehicle is strictly prohibited.
6. Moving Traffic Violations: Any authorized operator of a fleet vehicle is expected to obey all traffic laws and regulations. Any authorized operator receiving a citation while operating a fleet vehicle is responsible for paying the cost of the citation and any other expenses incurred as a result of the citation. Violations such as parking tickets are also the responsibility of the authorized operator when such ticket is issued.
7. In the event of an accident the driver of a school fleet vehicle shall immediately call 911, then contact the Director of Transportation and follow directives of district officials. The Superintendent will be notified immediately by the Bus Garage/Transportation Department or the Business Office. The driver shall remain with the vehicle unless conditions are unsafe to do so.
8. No authorized operator of a school-owned fleet vehicle may use or be under the influence of any alcohol, marijuana, illegal drugs or abuse of prescription drugs while operating a fleet vehicle.
9. Authorized operators of school-owned fleet vehicles are prohibited from carrying or transporting any hazardous material that may pose a risk to the health and safety of the driver or passengers. These materials may include but are not limited to poisonous gas, tear gas, liquid poison, explosives, radioactive materials and firearms, or weapons. If you are uncertain if a material can be safely transported in a fleet vehicle contact the Director of Transportation for further instructions and guidance.
10. For failing to immediately call and report any accident to the Director of Transportation, Assistant Superintendent for Business, Superintendent, continued use of fleet vehicles shall be suspended and termination of employment with the School District may be recommended.

Adopted: 1/30/2023