

BUSINESS SERVICESOPERATIONSUSE OF DISTRICT-OWNED VEHICLES

District vehicles include any vehicle, owned, rented, or leased that is used for the purpose of transporting employees in their work assignments. For purposes of this regulation, District Vehicles shall not include School Buses or School Pupil Activity Buses as those vehicles are defined in California Vehicle Code sections 545 and 546. With few exceptions, students are not permitted to be transported in District vehicles at any time.

The following are the requirements for the use of District vehicles:

1. Permanent employees that will be transporting students are required to be authorized to operate District vehicles in accordance with Administrative Regulation 3582.
2. Substitute employees are required to provide a copy of their DMV H-6 printout prior to operating District vehicles and driving must be part of the job requirement they are fulfilling.
3. Employees who are not assigned to drive as part of their regular duties shall complete a Statement of Understanding for the Safe Operation of District Vehicles prior to operating a vehicle.
4. Any employee who is involved in an accident while operating a District vehicle shall follow the directions provided in the accident procedures package in the glove compartment of the vehicle.
5. Any citations issued as a result of an accident are the responsibility of the employee to report to their immediate supervisor and to pay any applicable fines.
6. Upon notification of an employee being involved in an accident with a District Vehicle, the District reserves the right to send the employee for Post-Accident Drug and Alcohol testing.
7. All District vehicles will be serviced by an authorized vendor/repair facility 3,000 miles or 6 months, whichever comes first.
8. A vehicle that upon inspection or while being operated, incurs a mechanical- or safety - related problem will be returned to the Support Service Maintenance Yard immediately and the problem reported for repair.
9. All service and repair work performed on a District vehicle will be documented on an invoice from the authorized vendor/repair facility. The invoice will be filed in the vehicle record jacket to be maintained in the Support Services Operations Office for the duration of time the vehicle is owned by the District.

CORONA-NORCO UNIFIED SCHOOL DISTRICT
STATEMENT OF UNDERSTANDING FOR THE SAFE OPERATION OF DISTRICT VEHICLES

Please read and initial each statement below. By initialing you are acknowledging you understand the policies and procedures as they apply to you while operating a District vehicle.

1. While operating a District vehicle, the driver must have a valid California Driver License authorizing the operation of the class of vehicle being operated in his or her possession at all times. _____ (Int.)
2. Prior to use, drivers will perform a pre-trip vehicle inspection verifying the vehicle is safe to operate. Drivers shall record any known defects or deficiencies on the provided inspection form. If the vehicle is found to have a defect or deficiency affecting the safety of the vehicle, the employee shall notify the Transportation Department. The inspection form shall be signed and dated AFTER completing the inspection process. _____ (Int.)
3. Seat belts shall be used by all occupants in the vehicle. _____ (Int.)
4. Drivers shall not be under the influence of and/or in possession of illegal drugs or alcoholic beverages while operating a District vehicle. _____ (Int.)
5. Drivers shall obey all traffic and parking laws while operating a District vehicle. Any moving or parking violations received will be the responsibility of the District employee. _____ (Int.)
6. Any citation received while operating a District vehicle shall be reported to the driver's immediate supervisor and the Transportation Department. _____ (Int.)
7. Vehicles shall be secured at District owned facilities when not in use. _____ (Int.)
8. District vehicles will be used for official business only. Drivers may not take vehicles home during or after the work day. _____ (Int.)
9. If a driver is involved in an accident while operating a District vehicle, he or she shall follow the accident procedures package located in the glove compartment of the vehicle. _____ (Int.)
10. Use of a cellular device without the use of a hands-free device (Bluetooth) is prohibited while operating a District vehicle. Use of any cellular device while operating a District vehicle is limited to emergency situations only. _____ (Int.)
11. Texting is prohibited while operating a District vehicle. _____ (Int.)
12. Smoking is prohibited while operating a District vehicle. _____ (Int.)
13. Driver is responsible for returning the vehicle fully fueled and interior clean. _____ (Int.)
14. Every opportunity will be made by the driver to fuel the vehicle at the District's fuel station located in the Maintenance Yard. _____ (Int.)
15. When returning the vehicle, the driver will ensure the vehicle is secured and all paperwork including pre-trip inspection form is filled out correctly. _____ (Int.)

Signature

Print Name

Date