

San Dieguito Union High School District

Vehicle Safety Policy

AR 3534

Business and Noninstructional Operations

General

This regulation has been developed to define standards of conduct and establish mandatory training for District employees and volunteers who operate motor vehicles while conducting District business. The primary goal of this policy is to help prevent accidents and minimize the risk of personal injury associated with those incidents.

This policy applies to individuals who are required to operate a motor vehicle, District-owned or personally owned, to conduct District business.

District-owned vehicles shall be for official use only and shall be properly marked. Vehicles owned by the District may not be used for personal purposes. Drivers of District vehicles must be authorized by the District Transportation Department prior to operation. All motor vehicle operators must have a current and valid driver's license prior to operation of any vehicle used for official District business.

Inspection and Operation

Motor vehicle operators are required to conduct a vehicle safety inspection prior to the operation of the district vehicle. Deficiencies or any mechanical defect that would jeopardize the safe operation of the vehicle (such as a leaking gas line or overheating engine) must be corrected immediately. Vehicles found to be in unsafe condition are not to be operated until repairs are made. It is the responsibility of all motor vehicle operators to drive in a safe manner and to conform to all applicable laws and regulations.

Seat Belts

All District drivers shall only operate vehicles equipped with seat belts and/or other appropriate passenger restraining devices. All persons, while traveling in designated vehicles, either as passengers or drivers, shall use seat belts and/or restraining devices in the approved manner. It shall be the responsibility of the driver to ensure compliance with this policy. In accordance with sections 27316 and 27316.5 of the *Vehicle Code*, all passengers in a school bus or in a school pupil activity bus that is equipped with passenger restraint systems shall use the passenger restraint system.

Incident Reporting

Motor vehicle operators must report all collisions and traffic citations received while on District business to their department head by the end of the workday or, if after hours, at the beginning of their next shift. School bus drivers must report all collisions immediately. They must also report the onset of any physical or mental condition that may impair their ability to

drive. Failure to report an incident may result in discipline. Each collision, no matter how small or large, will be determined to be either “preventable” or “non-preventable.” Preventable collisions are collisions that would have been prevented if the motor vehicle driver followed the District’s Defensive Driver program.

DMV Pull Notice

Drivers of District-owned vehicles must enroll in the California Department of Motor Vehicles’ (“DMV”) Employer Pull Notice Program. In the event the District is advised by the DMV that a motor vehicle driver’s license is suspended or otherwise invalid, the driver will immediately be put into a non-driving status and the District’s Human Resources Department will follow up according to bargaining agreements and/or District Policies.

Training

Prior to operating any motor vehicle on official District business, drivers must be authorized through the District Transportation Department. The District Transportation Department will ensure the motor vehicle operator has a valid license for the specific vehicle type and train the motor vehicle operator in the District’s Defensive Driver training program. Each motor vehicle operator must successfully pass the Defensive Driver training.

Each motor vehicle operator will be initially trained in the District’s Defensive Driver training program prior to operating a District vehicle and every year thereafter. All Defensive Driver trainers must be authorized by the District Transportation Department to conduct training. If a motor vehicle operator fails training, they will be put into a non-driving assignment until re-training can take place. If a motor vehicle driver fails training a second time, the employee will be referred to District Human Resources for further action.

Discipline

Employee discipline will follow Due Process and the Collective Bargaining Agreement.

Board Adopted: May 20, 2021