Authorized Use of Corporation Vehicles

Section 1. Eligibility. Only school employees, or school board members with Board or Superintendent’s approval, can drive Corporation vehicles.

Section 2. Driver Criteria. The following criteria are necessary in order to drive corporate vehicles:

1. An application to drive school vehicles must be on file with the transportation department along with a signed “Notice, and Acknowledgment, of New State Laws Governing the Operation of School Special Purpose Vehicles”.

2. License checks will be done on all drivers through the State.

3. Driver must have a clean driving record.

4. Anyone having three (3) speeding tickets in a two (2) year period, or two (2) traffic violations resulting in accountable accidents within a three (3) year period will be ineligible to drive any school vehicle.

5. No one with a “DUI” or “OUI” or a controlled substance violation will be permitted to drive a school vehicle if less than fifteen (15) years have elapsed from the date of any such conviction. However, no one with more than one (1) such conviction shall be eligible to drive any school vehicle regardless of how much time has elapsed since the last conviction.

6. Random drug testing may be required for the employee who will be transporting students.

Section 3. Approval Criteria.

1. The use of a corporation vehicle for a field trip, conference or meeting must be pre-approved. A copy of the employee’s approved field trip, conference or meeting sheet, signed by the principal (or his/her designee) must accompany the request to use the corporation vehicle.

2. A Board Member may use a vehicle even if no other individuals are riding in the vehicle. An individual employee may use a vehicle for an out-of-county trip provided that, at the time of travel, the vehicle is not needed to transport two (2) or more individuals. Priority in scheduling shall be given to reservation requests involving the most travelers.
3. Request by employees must be received at least five (5) working days prior to driving the vehicle.

4. The trip must not exceed a 200 mile radius of East Allen, and be school related and pre-approved by the Superintendent’s designee.

Section 4. Responsibility.

1. School personnel must see that the vehicle(s) are maintained properly and notify the transportation department of any problems. Routine maintenance must be kept current and is done every 3,000 miles. Please notify the transportation department when the vehicle(s) needs service. Corporation vehicles are inspected by the state police annually, and periodic spot checks are done for cleanliness and mechanical problems.

2. It is the responsibility of the driver to return the vehicle filled with gas, clean (both inside and out) and parked in its designated spot.

3. Students are allowed to ride in corporation owned vehicles that are permanently assigned to an EACS Administrator or vans that are designated for the transport of EACS students. Students are not allowed to sit in the front seat at any time.

4. All vehicles must be returned at the designated time of return to avoid other drivers having to wait or not having a vehicle for their scheduled event.

5. Copies of the vehicle usage forms (blue) must be turned in to the transportation office or sent by courier to the transportation department immediately after completion of the trip.

6. All damage to the vehicle must be reported. School personnel should contact the transportation director to report an incident.

Section 5. Miscellaneous.

1. Emergency numbers are located in the glove compartment.

2. Corporation vehicles will be checked periodically to assure all drivers are in compliance. At any time driving privileges can be revoked.

Section 6. Charging Back Cost of Operations. Beginning with school year 2008-09, the cost of fuel consumed on any approved professional leave trip (whether by an individual or a group) shall be charged to the approved professional leave account.