

## **MULTI FUNCTION SCHOOL ACTIVITY VEHICLE USE**

### **PURPOSE**

This policy defines the conditions of appropriate use of the Hull Public Schools' Multi-Function School Activity Bus ("District owned vehicle"), to establish procedures for the operation of such vehicle(s).

### **SCOPE**

This policy applies to all agents of The District who operate the vehicle for District purposes.

### **APPLICABILITY**

The District vehicle shall be used exclusively to conduct official school business, and the use of such vehicle for personal purposes such as attending to personal affairs, social engagements or unapproved commuting is prohibited.

### **VEHICLE USES**

#### **District Vehicle**

The District Vehicle is not a Personal Vehicle and is not for personal use. The District Vehicle should be assigned solely for purposes consistent with providing services to the students and staff of Hull. The District staff will not be paid additional monies for operating this vehicle (as a driver or chaperone).

Students will not be picked up or discharged on a fixed route using this vehicle. The term fixed route shall be defined as the transportation of a school pupil on a pre-determined daily basis to and from a set location, for the length of the pupil's school year. The operator is a person whose primary relationship to the passenger is that of teacher, coach, director, or caregiver, unpaid, and not as an operator. This vehicle shall not be considered a school bus, school pupil transport vehicle or livery vehicle and shall be registered as private passenger motor vehicle.

#### **Registering and Insuring a District-owned Vehicle**

The District Business Office will ensure that the District Vehicle is always registered, insured and has a valid inspection sticker. The District Business Office is also responsible for all routine maintenance of the District Vehicle.

### **RULES & RESPONSIBILITIES**

Employees who drive the District Vehicle are responsible for, but not limited to, the following:

- District Vehicles may only be used for District business.
- Operators should exercise sound judgment at all times when using the assigned District Vehicle and also should avoid the appearance of misuse.
- The Massachusetts Ethics Code discusses unwarranted privileges. Using public equipment or resources for personal use constitutes use of an official position to obtain an unwarranted privilege not similarly available to others. Misuse of an assigned District Vehicle is an ethics violation.

- District Vehicle will not be used to transport any individual who is not directly or indirectly related to District business. Passengers shall be limited to District employees and students. Family members and friends shall not be transported without prior approval of the Superintendent or his/her designee.
- The District shall not be liable for the loss or damage of any personal property transported in the District Vehicle.
- Operators are expected to keep the District Vehicle clean, and to report any malfunction, damage, needed repairs or other vehicle problems to the Business Manager or his/her designee immediately, in writing.
- Anyone caught causing any damage to the District Vehicle will be required to pay for all repairs.
- Operators should never leave the District Vehicle unattended with the keys in the ignition or anywhere in the vehicle.
- Operators are to ensure that they and all passenger(s) in a District Vehicle wear seat belts at all times.
- Operators may not use the District Vehicle under the influence of alcohol, illegal drugs, controlled substances or any product containing THC.
- All drivers and riders are prohibited from possessing any alcohol, illegal drugs, controlled substances or any product containing THC in a District Vehicle.
- Operators using the District Vehicle must maintain a valid motor vehicle license issued by the Commonwealth of Massachusetts or the state of their current residence.
- Operators using a District Vehicle shall obey all applicable traffic and parking regulations, ordinances, and laws.
- Operators who incur parking or other fines/citations while operating a District Vehicle will be personally responsible for payment of such fines/citations, unless payment of such fine/citation is approved by the Superintendent or his/her designee.
- Operators who are issued citations for any offense while operating or using a District Vehicle must notify the Business Manager immediately when practicable, but in no case later than 24 hours after the issuance of a citation, in writing.
- An employee who is operating a District Vehicle and who is arrested for or charged with a motor vehicle offense for which punishment includes suspension or revocation of the motor vehicle license, must notify the Superintendent or his/her designee immediately.
- No employee may use a District Vehicle for out of state travel use without advance approval of the Superintendent and School Committee.
- Beverages containing alcohol, any tobacco product including vapor/E-cigarettes, marijuana, steroids, products containing THC or any controlled substance are not permitted in a District Vehicle in accordance with the District Policy.

### **CELLULAR PHONES AND HANDHELD ELECTRONIC DEVICES**

All use of cellular phones and handheld electronic devices are prohibited while driving a District Vehicle. If use of a cellular phone or handheld electronic device is needed, employees should pull off the road and park in a safe place to make calls.

## **VEHICLE ACCIDENTS**

When an employee using a District Vehicle is involved in a motor vehicle accident, the operator must:

- Stop the vehicle.
- Whenever there is an accident the local or state police must be called to the scene.
- Immediately check to ensure that passengers are unharmed.
- Immediately call the Superintendent or his/her designee.
- Obtain the following information:
  - Name(s) and address(es) of the other driver(s);
  - Driver's license number(s) of the other driver(s);
  - Name(s) and address(es) of the owner(s);
  - Registration number(s) of the other vehicle(s) involved;
  - Name(s) and address(es) of other driver(s) insurance company(ies); and,
  - Name(s) and address(es) of any witness(es) to the accident.
- Do not move the vehicle in these circumstances until authorized by the police.
- Unless an injury prevents the operator from doing so, he/she must submit a Vehicle Accident Report within 24 hours of the accident. A blank copy of the form is kept in the vehicle.
- Take accident photos of all vehicles and property involved in an accident

## **SPECIAL CIRCUMSTANCES**

This policy is intended to provide a basic framework governing the use of the District Vehicle in the District and such cannot contain procedures governing every situation that might arise.

Employees seeking clarification of this policy should contact the Business Manager. Exemptions from certain provisions of this policy may be authorized by the Superintendent.

## **DISCIPLINE**

Failure to comply with any and all applicable provisions of this policy may result in disciplinary action up to and including suspension or removal of District vehicle privileges, suspension and/or termination of employment.

## **PRE-TRIP AND POST-TRIP INSPECTION**

All operators are required to complete a daily pre-trip and post-trip inspection of the vehicle to ensure safe operation.

Pre-trip and post-trip reports must be recorded and a copy must be present with the operator during daily operation. Operators should immediately notify the Athletic Director or Business Manager of any defects. Be sure to check for any pupils or personal items left of the vehicle.

## **WHILE TRANSPORTING STUDENTS**

- Drivers are prohibited from: smoking/tobacco products including vapor/E-cigarettes, marijuana, steroids, products containing THC or any controlled substance, consuming

alcoholic beverages, using a cellphone, or any other activity that may interfere with the safe operation of the vehicle.

- Doors should be firmly closed and locked when transporting students or staff.
- Drivers should assist pupils who require assistance when entering and exiting the vehicle.
- The operator must wear safety belts at all times during vehicle operation and all passengers must be properly restrained as set forth in M.G.L. c. 90, Sec. 7AA and Sec. 13A.
- The driver must not leave the vehicle unattended while pupils are in the vehicle. This does not apply when a driver leaves the vehicle to assist pupils in entering and exiting the vehicle.
- If the driver must leave the vehicle to assist a pupil, first secure the emergency brake, shut off the engine, and remove the ignition key.
- Only the driver may occupy the driver's seat.
- The driver is expected to maintain order. If a pupil presents a disciplinary problem, the pupil should be reported to the appropriate authorities according to procedures established by the District.

#### **OTHER RESPONSIBILITIES OF DRIVERS WHILE TRANSPORTING STUDENTS**

Each year drivers must:

Be CORI checked,

Be SORI checked,

Have a valid driver's license, and

Have a suitable driving record from the Registry of Motor Vehicles. The driver is responsible for providing driver's record check and providing a copy to the Business Office.

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