

ADMINISTRATIVE POLICY

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

USE OF SCHOOL SYSTEM OWNED VEHICLES OTHER THAN SCHOOL BUSES BY AUTHORIZED NON-CMCSS EMPLOYEE-(NON EMPLOYEE)

Prior to any Non-employee being authorized to operate any Clarksville-Montgomery County School System owned vehicle, the Motor Vehicle Record (MVR) of the applicant is required. The non-employee will also be required to report previous violations or incident/accidents on the application to use the vehicle. The non-employee must certify that they will not assign the driving duties of the vehicle to any other non-employee, unless that non-employee has also completed the application process and has been approved for the specific trip.

The authorized non-employee is required to provide proof of insurance from their current automobile insurance provider. All approved applicants will be subject to drug and alcohol testing. For the purposes of this policy, provisions as stated pertaining to CMCSS employees also apply to the Board of Education members and any non-employee requesting the use of any CMCSS vehicle or trailer to be used for towing. If a request is approved for the use of a CMCSS trailer and the vehicle to be used for towing the trailer is not a CMCSS vehicle, the vehicle will be subject to inspection by CMCSS Vehicle Maintenance. In addition, a road test conducted by Fleet Safety will be given to the driver in the vehicle to be used for towing, along with the CMCSS trailer. It is the responsibility of the school submitting the request to schedule a road test with Fleet Safety. The following criteria will serve as, but are not limited to, reasons for the denial of use of any CMCSS vehicle:

- Non-Employees cannot have been recently charged or convicted of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI), within the last thirty-six months,
- Non-Employees can have no more than one (1) serious traffic violation in the preceding 12 months, or two traffic violations (other than parking) in the preceding 24 months,
- Non-Employees cannot have been involved in more than one (1) preventable accident in the preceding 12 months or two (2) preventable incidents in the preceding 24 months,
- Any Non-Employee who has tested positive for illegal drugs or alcohol, or has any presence of illegal drugs or alcohol by any approved testing method is considered a positive.

CMCSS Vehicle Operating Rules

- CMCSS vehicle operators are to follow all posted speed limits as well as all state and local laws while operating a CMCSS vehicle.
- Seat belts are to be worn by all occupants of a CMCSS vehicle (with the exception of a school bus where only the driver is required to wear a seat belt) while the vehicle is in motion.
- Only authorized passengers are permitted to ride in a CMCSS vehicle. Authorized passengers include CMCSS employees and other individuals conducting school system business as authorized by a principal, department head, or the Director of Schools.

- CMCSS vehicles are to be used to conduct the business of the Clarksville-Montgomery County School System.
- Quick convenience stops (to purchase a meal or a snack) during breaks in the work day are authorized but are to be avoided as much as possible. Personal business is also to be avoided as much as possible. An example of an authorized personal use of a CMCSS vehicle would be running to a bank during the operator's lunch hour. Again, personal use of a CMCSS vehicle is to be avoided as much as possible. Individuals who are authorized to drive a CMCSS vehicle to and from their home can use that vehicle for medical or personal appointments that happen to be scheduled during the business day.
- CMCSS vehicle operators are expected to follow the most practical route to and from work sites, events, and (when authorized) home.
- The security of the CMCSS vehicle is the responsibility of the assigned operator. Unattended vehicles will be parked in well lighted, authorized parking areas with all windows up and all doors locked.
- CMCSS vehicles will be fueled at CMCSS fueling locations only. When traveling outside the district the vehicle will be fueled according to special instructions that will be provided at the time of dispatch.
- Any Non-Employee will not hold CMCSS liable of damages incurred when towing of CMCSS owned equipment/trailers by volunteer in POV's. (I.E. Band Trucks, JROTC Trailer, Band Trailers, etc.)
- Any Non-Employee will not hold CMCSS liable of any medical claims (if any) by the Authorized Non-Employee Driver if an accident/incident occurs.

Definitions: Serious Traffic Violation: Violations when operating a motor vehicle involving excessive speeding (15 mph or more above posted speed limit), reckless driving, improper or erratic traffic lane changes, following the vehicle ahead too closely and a violation arising in connection with a fatal accident.

Traffic Violation: All moving violations including those listed above while operating any type of motor vehicle.

Preventable: Failure to apply reasonable and ordinary control to maintain vehicle in a manner to avoid involvement or causation in a vehicular incident or accident.

Accident: An accident involving fatal injuries, injuries involving medical treatment away from the scene, a vehicle having to be towed away from the scene, or property damage in excess of \$500.00.

Incident: An accident involving contact with another vehicle, an individual, an animal or any fixed object. Damage need not be incurred.

POV: Personal Owned Vehicle

Implementing Procedures: None.



Department: Transportation
Policy Number: TRN-A014
Effective Date: 7/29/09

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/29/09		Initial Release
4/19/10	A	Add information in paragraph one concerning use of a CMCSS trailer.
6/02/11		Reviewed, no changes
<u>5/18/15</u>	<u>B</u>	<u>Change in first paragraph from may be obtained to is required. Changed logo. Added statement of being recently charged of DUI or DWI.</u>

***** End of Policy *****