



Noninstructional Operations – Series 8000 District-Owned Vehicles - 8140

Operation of a fleet vehicle is both a privilege and a responsibility. Drivers are responsible for operating fleet vehicles according to state and federal laws and PSD policy and procedures. Violation of these laws and policies may result in the loss of vehicle driving privileges and disciplinary action up to and including termination.

Licensing: All fleet vehicles shall bear State of Washington "C" Class plates.

Signs: All fleet vehicles shall be affixed with markings in compliance with RCW 46.08.065. No other markings, stickers, decals, placards are permitted unless expressly approved by the superintendent or designee.

Drivers: Only employees who have completed all required training and compliance checks will be allowed to drive a district vehicle. In some cases, a volunteer, who has met same standards of care, may be allowed to drive a vehicle if necessary and only with the permission of the district fleet manager and the building administrator.

Vehicle Assignment: Fleet vehicles shall be assigned by the Transportation Director and/or designee who serve as the district's fleet manager. The fleet manager can revoke such assignment at any time. An assignment of a vehicle cannot be changed without prior written approval by the fleet manager.

Abstract Driving Record (ADR) Standards: Prospective employees who will be driving a district vehicle must provide an employment type driving record abstract from the Department of Licensing to the district's Human Resource's Department when requested. Current employees requesting the ability to drive a district vehicle must provide an employment type driving record abstract from the Department of Licensing to the Transportation Department and/or their supervisor annually. The fleet manager will review the ADR and report any violations to the human resources administrator.

- ADRs are reviewed to ensure the employee holds a valid license and his/her driving record is within acceptable standards.
- Clear and Acceptable Abstract Driving Record (ADR) will be monitored at least annually for all employees assigned and approved to operate fleet vehicles.
- "Borderline" ADRs will be monitored quarterly. Drivers with a borderline rating may be given a warning concerning the potential danger of losing company vehicle driving privileges. Any additional violations or preventable accidents incurred may result in loss of driving privileges and may include disciplinary action up to and including termination.

All traffic violations, whether on company or personal time, must be reported to the supervisor or designee by the next business day or as soon as practicable.

Drivers may be disqualified from driving fleet vehicles and be subject to additional disciplinary action up to and including termination for reasons that include but are not limited to:

- More than one violation for driving under the influence of alcohol or a controlled substance will result in permanent suspension of driving privileges at PSD,
- Any criminal conviction that involves a motor vehicle (e.g., a felony, hit and run, negligent homicide) in the previous five years.
- Any of the following violations incurred in the previous three years:

- Any combination of more than three moving violations (any violation resulting in an at-fault auto accident automatically counts as two violations).
- Any violation less than three years old for an alcohol- or controlled substance-related driving offense
- Refusing to take a breathalyzer test
- Careless or reckless driving that results in injury to persons or property
- Passing a stopped school bus
- Leaving the scene of an accident without stopping to file a report
- Racing
- Any combination of more than two moving violations and/or at-fault accidents in the past 12 months

Distracted Driving: The use of a hand-held mobile telephone while driving is not permissible in accordance with Washington state law (RCW 46.61.667). The use of Washington State law compliant hands-free devices is permissible when operating a fleet vehicle or personal vehicle while conducting PSD business. This includes, but is not limited to answering or making phone calls, and engaging in phone conversations. Employees needing to read and/or respond to emails, instant or text messages shall pull over safely to a parking lot, designated turnout or another safe location. Employees bear sole responsibility for liability incurred from traffic violations or accidents involving the use of a cell phone or other electronic device while driving.

Insurance Coverage: PSD provides auto liability coverage on the vehicle, but no Under-Insured Motorist (UIM). Workers' compensation coverage is provided to the employee when employee is using vehicle for business use. There is no personal coverage for friends or family in the vehicle.

Accidents: All fleet vehicles will be equipped with a Motor Vehicle Accident Reporting Kit. Any employee who is involved in an accident while driving for company purposes will be required to complete an accident/incident report using a Motor Vehicle Accident Reporting Kit while at the scene of the accident. The employee must return the report to the fleet manager or designee on the same day or as soon as practicable. The employee may also be required to discuss the accident with the fleet manager.

The Washington State Patrol or other agencies authorized to issue motor vehicle citations determine 'at-fault' or 'no-fault' findings. 'At-fault' findings are those accidents determined to be preventable. A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to prevent it from occurring. The fleet manager will work with its Insurance Carrier, the District Accident Review Committee and/or the District Risk Manager to review all preventable and non-preventable accidents. Results of review will be shared with the human resources administrator.

Driver Performance Rating Form: A driver performance rating form will be utilized to assess the employee's continued eligibility for fleet vehicle use. Drivers of fleet vehicles will be subject to an annual examination of their driving record to ensure acceptable status in accordance with fleet vehicle use privileges and procedures.

The superintendent is directed to establish procedures for the use of school-owned vehicles. The district shall comply with IRS regulations pertaining to the use of district-provided vehicles for personal commuting.

Cross Reference:

7335 Reimbursement for Travel Expenses

Legal References:

RCW 46.08.065 Publicly-owned vehicles to be marked – Exceptions

Adopted: 05-23-2002

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