

**SCHOOL DEPARTMENT VEHICLE GUIDELINES**

**A. Small Transportation Vehicles**

This regulation shall govern the use of "small transportation vehicles." Such vehicles are those which do not require a commercial driver's license, whose use is administered by the School Department's transportation department, and which are used for school trips and other school business.

**B. Guidelines for Operation and Management of Small Transportation Vehicles**

1. Drivers of small transportation vehicles shall be responsible for the safety of the students and other passengers in their vehicles, both during the ride and while students are entering or leaving the vehicle.
2. Use of seat belts: The use of seat belts in School Department-owned vehicles is mandatory for all personnel using vehicles that are equipped with seat belts with the exception of off-road vehicles. Drivers of all School Department-owned vehicles, except school buses, shall be responsible for ensuring that all passengers use seat belts. The driver shall not begin to move the vehicle until the driver and all passengers have secured their seat belt.
3. Use of cell phones: Employees will not use cell phones while operating School Department-owned vehicles unless the cell phone is operated using a hands-free device. This is applicable to all cell phones whether School Department or employee-owned.
4. Smoking and tobacco products: The use of tobacco products is prohibited while operating School Department-owned vehicles.
5. Vehicles will be marked with the School Department logo and School Department decals.
6. Vehicle cleanliness, both interior and exterior, is the responsibility of the operator and should reflect a professional image. Trash and unnecessary items should be removed from the vehicle. Regular items stored in the vehicle should be secured as much as possible.

**C. Unauthorized Use of Vehicles**

Drivers are not to allow non-authorized drivers to operate School Department vehicles. At no time shall a vehicle be operated for personal use without permission from the Superintendent.

All drivers approved to operate small transportation vehicles (but who are not required to drive School Department vehicles as part of their job) are required to hold a valid driver's license and must have a driving record that satisfies the requirements of the School Department's insurance carrier.

All District employees are required to immediately make a report if, while driving a School Department-owned vehicle, they are either (a) involved in an accident (meaning an incident involving any damage to property or injury to a person, no matter how slight), or (b) receive a traffic citation for

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a moving violation. (A citation is commonly called a ticket - one need not be convicted or plead guilty in order to trigger the duty to report.)

If the incident occurs during work hours, the report is to be made to the Superintendent during that day's shift. If the incident occurs outside working hours, a report shall be made to the Superintendent within a time that is reasonable under the circumstances.

Adopted: 10/4/16