

SCHOOL DEPARTMENT VEHICLE REGULATIONS

A. Licensing, Insurance, Driving Records

Any employees required to drive School Department vehicles as part of their job must maintain a valid Maine driver's license applicable to the vehicles necessary to be operated in the performance of those duties. In addition, such employees shall have good driving records as outlined in this regulation and meet any other standards set forth in this regulation. For purposes of this regulation, "employees required to drive School Department vehicles as part of their job" will be so informed by the job posting, the job description or by written notice from a supervisor. Specific licensing and other requirements may be imposed by the School District or outside government agencies.

Employees who are required to drive School Department vehicles as part of their job are hereby placed on notice that if they violate traffic laws, *both while on duty and during non working time*, the traffic violations may result in the loss of their job or other discipline.

The motor vehicle driving record (MVR) of employees assigned to operate School Department vehicles may be reviewed at the discretion of the Superintendent. As a condition of employment with the Chebeague Island School Department, employees will authorize said MVR checks, and shall provide any requested paperwork for the MVR. After review of the MVR, the supervisor will forward the document to the risk management department and human resources.

B. Reporting Violations

Citations (prior to a conviction or a plea)

All employees who are required to drive School Department vehicles as part of their job are required to report any traffic citations for moving violations to the Superintendent. Employees will use the traffic violation form to report violations (see EEBA-E1, Notification of Traffic Violation). If the citation is issued for driving during the duty day (including breaks and lunch hour), the report shall be made immediately. (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 citation is received as a result of driving outside the duty day, the report shall be made within 48 hours of receiving the citation. Citations received on duty time must be reported immediately. Employees who are required to drive School Department vehicles as part of their job are also required to report any conviction (or plea of guilty or nolo contendere) for a traffic-related offense to the Superintendent within the same time period. In the event of the suspension or revocation of any employee's license or of an employee accumulating three reported violations on their motor vehicle record, the employee must notify the Superintendent within 24 hours of the time of learning of the fact, so that the Superintendent may make any necessary arrangements. If the employee receives two citations in 36 months, he/she will be put on a written letter of warning. In all cases of suspension, revocation, or accumulation of three reported violations on their motor vehicle record, notification must be made prior to the employee driving in the course of her/his duties. The amount of violations may

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School Committee Policy**

EEBA-R1

result in the employee's removal from their regular job duties. Failure to give notice as outlined here will be grounds for discipline, up to and including termination.

C. Discipline for Driving-Related Offenses

For employees who drive District vehicles as part of their job, the following will result in a recommendation for termination:

1. Revocation of driver's license;
2. Suspension of driver's license for a period of three months or more; or
3. Three reported violations on the motor vehicle record during the prior 36 months; (*Note: No offense which was part of the employee's record prior to the effective date of this regulation shall result in a more severe penalty under the newly adopted regulation than it would have under the regulation as it existed at the time this regulation was amended.*)
4. A single major violation for one of the following "serious offenses":
 - Driving a motor vehicle under the influence of intoxicants or drugs, or having a driver's license suspended or revoked due to refusing to submit to a test for such substances;
 - Manslaughter (whether or not voluntary), reckless homicide or assault arising out of the use of a motor vehicle;
 - Reckless driving, using a vehicle in the commission of a felony, or any other driving-related crime punishable as a felony;
 - Failure to stop and report or identify oneself when involved in a motor vehicle accident, or fleeing a law enforcement official;
 - Operating a motor vehicle without a valid driver's license or during a period of revocation or suspension of a motor vehicle registration or operator's license;
 - Operating a motor vehicle without the owner's authority;
 - Racing or engaging in a highway speed contest;
5. The School Department auto insurer states it will no longer insure the employee under the terms of the District policy.

Discipline may also result because a violation of a traffic law or manner of operation of a vehicle reflects adversely on the employee's ability to perform his/her job or would undermine the public's confidence in that ability. In addition, discipline may be imposed for other driving related misconduct that does not result in a traffic ticket. Employees who drive School Department vehicles in the regular performance of their job duties must maintain such physical and mental capabilities that, with reasonable accommodation, they do not pose a direct threat to the health or safety of themselves or others in the performance of their job duties.

The District will perform routine motor vehicle record checks on all known employees driving School Department vehicles.

Adopted: 10/4/16

Chebeague Island School Department