



SUMMIT PUBLIC SCHOOLS

Student Transportation Policy

The safe operation of our motor vehicles is one of the highest priorities at SUMMIT PUBLIC SCHOOLS. For this reason, we have developed the following policy.

Though it is not the intent of SUMMIT PUBLIC SCHOOLS to police operators of Charter school vehicles or to invade privacy of employees, it is necessary to establish a basis for determining safe operating standards for drivers. The following shall apply to all persons operating Charter school vehicles or operating their own vehicles to transport students for any reason or for Charter school business:

I. Employees or Volunteers

1. SUMMIT PUBLIC SCHOOLS will enroll in the California Department of Motor Vehicles employer pull notice program. Through this program, SUMMIT PUBLIC SCHOOLS will be able to review employee Motor Vehicle Records periodically and upon notice of new violations. Volunteers are responsible for providing their own Motor Vehicle Records to the SUMMIT PUBLIC SCHOOLS.
2. Employee or volunteer must have a valid drivers license at all times when operating a Charter school vehicle, or their own personal vehicle when used for student transportation or school business.
3. Management will review with the employee the Motor Vehicle Record of any employee or volunteer whose record reveals the following:
 - Two (2) or more moving violations;
 - One (1) at-fault accident and (1) moving violation;
 - Three (3) or more seat belt violations.

Employees or volunteers meeting any of the above criteria, may be subject to a verbal warning status (document attached).

4. Management will review with the employee or volunteer the Motor Vehicle Record of any employee or volunteer whose record reveals the following:
 - Three (3) or more moving violations and/or accidents whether or not at-fault (i.e. includes 2 moving violations and 1 at-fault accident or combination thereof);

Those employees or volunteers meeting any of the above criteria may be placed on probationary status (document attached for review). All employees are subject to the Department of Motor Vehicles Employer Pull Notice Program which informs the Charter school immediately of violations or accidents which have



CALIFORNIA CHARTER SCHOOLS ASSOCIATION
JOINT POWERS AUTHORITY

occurred. If notification of a moving violation and/or at-fault accident occurs while on probationary status, the employee may be placed in a non-driving position or prohibited from transporting students or on school business.

5. Employees or volunteers that accumulate 2 or more at-fault driving accidents during the course of 12 months may have their Charter school driving privileges revoked. Employees in driving positions may be placed in a non-driving position pending availability.
6. Employees or volunteers convicted of Major Citations* may not be permitted to transport students or operate any vehicle on Charter school Business. For employees in driving positions, after management review, if it is determined that a non-driving position is not available, termination may result.
7. Seatbelts are an essential element of our driver safety policy/procedures. To emphasize seatbelt awareness, two (2) seatbelt violations while on Charter school business will equate to one (1) moving violation.
8. If the semi-annual review of Motor Vehicle Record reveals major Citations* in other than Charter school vehicles, citations for failure to appear, or at-fault accident, management shall review and determine if the employee or volunteer should be permitted to continue to transport students or operate vehicles on Charter school business.
9. Driving non-employee passengers in charter school vehicles either during or after normal business hours can be a major liability to SUMMIT PUBLIC SCHOOLS. Therefore, no SUMMIT PUBLIC SCHOOLS Employees are allowed to transport non-employees in any SUMMIT PUBLIC SCHOOLS vehicles unless prior approval by management is granted.
10. Only authorized employees are allowed to operate the Charter school vehicles and they are for charter school business use only, unless prior verbal approval has been granted by management.
11. For employees or volunteers who drive their personal vehicles for student transportation or charter school business purposes, SUMMIT PUBLIC SCHOOLS requires that the employee or volunteer carry insurance amounts and coverage:

Automobile Liability - \$100,000 per person; \$300,000 per occurrence
Property Damage - \$50,000 per occurrence
Medical Payments - \$5,000 per person

In the event of an accident, the employee's or volunteer's insurance coverage acts as the primary insurance coverage for damages. Evidence of this insurance as well as a copy of the employee's or volunteer's current motor vehicle report (MVR) must be kept on file and updated upon insurance and license renewals.

- * For the purpose of this policy, Major Citations includes but is not limited to:

- Driving Under the Influence of Drugs or Alcohol



**CALIFORNIA CHARTER SCHOOLS ASSOCIATION
JOINT POWERS AUTHORITY**

- Failure to Stop for an Accident
- Homicide, manslaughter or assault arising out of the operation of a motor vehicle
- Driving with a Revoked or Suspended License
- Possession of an Opened Container of Alcohol in a Vehicle
- Speed Contest
- Drag or Highway Racing
- Attempting to Elude a Police Officer
- Hit and Run
- Reckless Driving

II. Potential Employees in Driving Positions

12. Applicant shall have valid, current California Drivers License for the type of vehicle driven to be eligible for employment in a driving position.
13. Applicant will provide a current original DMV Motor Vehicle Record as part of the employment application process. SUMMIT PUBLIC SCHOOLS may request a Motor Vehicle Report from a business insurance carrier as part of employment screening process.
14. Applicants whose Motor Vehicle Record (MVR) has two (2) or more at-fault accidents or moving violations (or combination thereof) within a twelve (12) month period of time may not be eligible for employment. Additionally, applicants with three (3) or more at-fault accidents or moving violations (or combination thereof) appearing on their MVR report may not be eligible for employment.
15. Applicants whose Motor Vehicle Record includes report of any major citation/ citations* may not be eligible for employment.

I HAVE READ AND UNDERSTAND THE DRIVER POLICY AND AGREE TO ITS TERMS.

Sign	_____	Date	_____
	Employee or Volunteer		
Complete	_____	State	_____
	Driver's License #		
Sign	_____	Date	_____
	Supervisor		