



Department: Transportation
Policy Number: TRN-A002
Effective Date: 8/22/05

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

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

The following criteria will serve as, but are not limited to, reasons for the denial of use of any CMCSS vehicle:

- Employees who fail to complete a Certificate of Violations (OPS-F010) annually.
- Provide false information. Employees may be subject to a Motor Vehicle Report check depending on violations listed.
- Employees who have been convicted of driving under the Influence (DUI) or driving while intoxicated (DWI), within the last sixty months.
- Employees that have more than one (1) serious traffic violation in the preceding 12 months or two (2) traffic violations (other than parking) in the preceding 24 months.
- Employees that 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.
- Employees that are under the age of 21.
- Employees who have tested positive for illegal drugs or alcohol, while employed by the school system. 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, CMCSS students, and other individuals conducting school system business as authorized by a principal, department head, or the Director of Schools. Employees under the age of 21 are not authorized to transport CMCSS students.
- 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.
- No cell phone use is permitted except for authorized personnel (Bluetooth only).

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.

Implementing Procedures: None.

Revision History:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|--|
| 8/22/05 | | Initial Release |
| 4/19/10 | A | Add bulleted information under first paragraph stating that employees will complete a Certificate of Violations annually. |
| 3/30/15 | B | Change second bullet on first page from thirty-six to sixty months. Add last bullet on second page stating no cell phone use is permitted except for authorized personnel (Bluetooth only). Updated logo. |
| 6/3/21 | C | First paragraph clarified MVR review terms. Added form number for certificate of violations and changed birth month to annually. Made providing false information into its own bullet, removed typo bullet and added bullet concerning age under reasons for denial. Added clarification under operating rules that employees must be 21 years of age. Corrected spacing and minor formatting. |

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