

**Pierre School District****Vehicle Use Policy**

School vehicles are provided for use by Pierre School District employees when traveling to and attending school district approved activities, training or other approved events.

**1. Authorized Use of Fleet Vehicles**

- a. Only Pierre School District employees or officially approved volunteers may operate a school vehicle. School-owned vehicles are to be used only for official school travel.
- b. The operator of a district vehicle must possess a valid South Dakota driver's license.
- c. In the event an approved school district employee or volunteer becomes unable to safely operate the vehicle due to illness or other unforeseen reason, an administrator should be contacted for further driving instructions.

**2. Unauthorized Use of Fleet Vehicles**

- a. School vehicles shall not be used for commuting to and from an employee's workplace and residence.
- b. School employees using school-owned vehicles are not permitted to transport family, friends, non-school business commuters or animals except for "service animals", unless approved by the Superintendent on a case-by-case basis.
- c. School vehicles are not to be used for personal use at any time. Should a school vehicle need to be picked up prior to the scheduled departure time, the school vehicle must remain parked at an employee's residence in a safe location and remain there until such time the vehicle is needed for travel. When at an approved school activity drivers must always exercise reasonable judgment regarding the use of the school vehicle.
- d. Misuse of the fleet vehicle may result in the suspension of the privilege to use a school vehicle and/or other disciplinary action by the school district.

**3. Safety Belt Use Required**

Safety belts are to be worn at all times by drivers and passengers of school vehicles.

**4. Cell Phone Usage**

For the safety of the individual using any school vehicle, the operator of a school vehicle may not use a cell phone or other wireless communications device to read or send messages while operating such vehicle.

**5. Moving Traffic Violations**

- a. Any school employee operating a school vehicle is expected to obey all traffic laws and regulations.
- b. Any school employee receiving a citation while operating a school vehicle is responsible for paying the cost of the citation and any other expenses incurred as a result of the citation.

**6. Accidents**

- a. In the event of an accident the driver of a school fleet vehicle shall immediately call 911.
- b. The driver of the school fleet vehicle should then notify their immediate supervisor who will notify the Business Manager.
- c. Pierre School District fleet vehicles have a current registration and insurance card located in the glove compartment of each vehicle. This information along with the driver's license will need to be presented to any law enforcement officer at the scene of an accident.
- d. Cooperate with the investigating law enforcement officers and answer questions factually.

**7. Alcohol and Illegal Drugs Prohibited**

No school employee may use or be under the influence of any alcohol, illegal drugs or abuse of prescription drugs while operating a fleet vehicle.

**8. Other Prohibited Items**

School district employees are prohibited from carrying or transporting any hazardous material that may pose a risk to the health and safety of the driver or passengers.

**First Reading: 11/13/2023**

**Adopted: 12/11/2023**