

Policy 7650 - STAFF MEMBER'S USE OF SCHOOL VEHICLES

The Board of Education provides school vehicles to authorized school staff to be used in the performance of their job responsibilities. School vehicles may include, but are not limited to: automobiles, trucks, over-the-road tractors, and other field and maintenance equipment. These school vehicles are provided and maintained by the school district to be used during the school staff member's workday and shall not be used for any personal business of the staff member.

School district vehicles shall be maintained on school district owned or leased grounds and shall be made available to only those staff members authorized by the Superintendent and/or his/her designee to have access and/or use of such vehicles during their workday. In certain circumstances based on a staff member's job responsibilities, specific school staff designated by the Superintendent and/or his/her designee will be offered the option to bring a school vehicle to their home at the conclusion of their workday for a limited period. These designated school staff members shall park the school vehicle in a safe location at their home and may only use the school vehicle as authorized by the Superintendent and/or his/her designee.

Any staff member authorized to operate a school vehicle must have a valid New Jersey driver's license to operate the school vehicle. The staff member must provide a copy of their valid New Jersey driver's license to the Superintendent and/or his/her designee at least once per school year or as requested by their immediate Supervisor.

A staff member authorized to operate a school vehicle shall inform their immediate supervisor if found guilty of any motor vehicle violation in a non-school vehicle. In the event the authorized staff member's license is suspended, revoked, expired, and/or is no longer valid for any purpose, the staff member shall immediately inform their immediate supervisor and discontinue operation of the school vehicle. The staff member must immediately notify their immediate supervisor in the event the staff member receives a traffic violation or if involved in an accident while he/she is operating or in possession of a school vehicle.

The staff member shall not operate a school vehicle if the staff member believes their personal health (temporary or long-term) may impair their ability to safely operate the school vehicle. In this event, the staff member shall inform their immediate supervisor of the health problem and the expected duration of the impairment. The immediate supervisor may coordinate a physical examination for the staff member in accordance with Board Policies 3160 or 4160.

Smoking, as defined in Policy 7434, is prohibited on "school grounds" and therefore smoking is prohibited in any school vehicle at any time.

The authorized staff member is responsible to ensure the school vehicle is in safe operating condition and shall promptly report any mechanical or safety concerns of the

school vehicle to their immediate supervisor, who will coordinate vehicle evaluation and repairs in accordance with district procedures. The school vehicle shall not be used if it is determined to be in an unsafe condition.

Nothing in this Policy shall prevent the Board from providing a school vehicle to a staff member under terms and conditions of an individually negotiated agreement.

ADOPTED: 12 March 2008