



Cabrillo Point Academy

Transportation/ Driving Policy

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TRANSPORTATION/DRIVING POLICY

Transportation is a necessary service and an integral part of the total educational program at Cabrillo Point Academy (hereinafter "CHARTER SCHOOL.") The safe operation of our motor vehicles is one of the highest priorities at CHARTER SCHOOL. Though it is not the intent of CHARTER SCHOOL to "police" operators of vehicles driven on behalf of the school or to invade the 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 for any reason or for CHARTER SCHOOL business:

REQUIREMENTS

Driver must be at least 24 years of age and have the following on file with the school:

- Driver application
- Live Scan background check
- TB Risk Assessment
- Signed Boundaries Agreement
- Valid CA driving license

REQUIREMENTS FOR EMPLOYEES DRIVING PERSONAL VEHICLES FOR SCHOOL BUSINESS

- Live Scan background check
- TB Risk Assessment
- Valid driving license
- Valid vehicle registration
- Attestation of auto insurance coverage
- Access to an operational vehicle

INSURANCE REQUIREMENTS FOR EMPLOYEES DRIVING PERSONAL VEHICLES FOR SCHOOL BUSINESS

Driver must carry and provide evidence of at least the following auto insurance coverage and amounts per the California Insurance Code §11580:

- \$15,000 for injury/death to one person.
- \$30,000 for injury/death to more than one person.
- \$5,000 for damage to property.

If the driver of a personal automobile for approved CHARTER SCHOOL purposes is involved in an accident, by law their liability insurance policy is used first (California Vehicle Code section 17150). CHARTER SCHOOL's liability policy would be used only after their policy limits have been exceeded. CHARTER SCHOOL does not cover, nor is it responsible for, comprehensive and collision coverage to personal vehicles. CHARTER SCHOOL's insurance does not cover damage to personal vehicles. CHARTER SCHOOL's liability policy does not cover use of a driver's personal automobile for use that is outside the course and scope of the employee's employment.

DRIVING RECORD REQUIREMENTS

Employees who drive school-owned vehicles must obtain and provide a copy of their current Motor Vehicle Record (MVR) at least annually for review; it is available online on the DMV website for \$2.

WRITTEN WARNING STATUS

Any employee who drives a school-owned vehicle has an MVR with the following violations may be subject to a written warning status:

- Two (2) or more moving violations;
- One (1) accident and (1) moving violation;
- Two (2) or more seat belt violations.

PROBATIONARY STATUS

Any employee who drives a school-owned vehicle who has an MVR with the following violations may be placed on *probationary status*:

- Three (3) or more moving violations and/or accidents whether or not at-fault (e.g., 2 moving violations and 1 accident or combination thereof);
- One (1) at-fault accident.

SUSPENSION STATUS/NOT PERMITTED

Any employee who drives a school-owned vehicle who has an MVR with the following violations *may not be permitted to* operate any vehicle on CHARTER SCHOOL business:

- Four (4) or more moving violations and/or accidents whether or not at-fault (e.g. 3 moving violations and 1 at-fault accident or combination thereof);
- Driving Under the Influence of Drugs or Alcohol;
- 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.

Employees 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.

Seatbelts are an essential element of our driver safety policy/procedures. To emphasize seatbelt awareness, one seatbelt violation while on CHARTER SCHOOL business will equate to one (1) moving violation.

GUIDELINES

- No non-approved stops other than to and from the activity should be made.
- Drivers are required to obey all laws regarding electronic wireless communication, including but not limited to: telephone calls, writing, sending, or reading text messages, instant messages, and e-mail messages.
- No smoking while driving. Drivers suspected as under the influence of drugs or alcohol will not be permitted to drive.
- Drivers may not carry non-school personnel, students, or other “guests” as passengers.
- Every driver shall be familiar with and observe all State of California Vehicle Codes, and local traffic rules and ordinances, including traffic control signs, posted speed limits, parking restrictions, and other applicable rules and regulations governing vehicle operation. It is the responsibility of the employee to visually inspect the vehicle prior to its use to ensure that the vehicle is in a safe and clean operating condition (e.g., material/equipment that obstructs the driver’s vision and/or may cause injury in the event of an accident).
- Drivers who are driving their personal automobile for approved school purposes will be responsible for any costs associated with moving violations and parking violations incurred during such driving.

I HAVE READ AND UNDERSTAND THE TRANSPORTATION/DRIVING POLICY & AGREE TO ITS TERMS.

Sign

Date

Employee

Complete

State

Driver's License #

Sign

Date

Supervisor

WRITTEN WARNING

The safe operation of Motor Vehicles is imperative to the safety of our employees and students as well as the public.

The management of CHARTER SCHOOL has reviewed your Motor Vehicle Record.

If you disagree with the information provided, you have been given the opportunity to go to the DMV within 30 days of notification, correct the information and give us an updated/corrected copy of your Motor Vehicle Record.

The information contained in your Motor Vehicle Record is of concern to CHARTER SCHOOL with respect to your ability to drive safely.

By signing this form, you are aware that you have been placed on a written warning status until the next review of your Motor Vehicle Record. Should the next review uncover further violations/accidents, your status may change to probationary.

I HAVE READ AND UNDERSTAND THE TRANSPORTATION/DRIVING POLICY & AGREE TO ITS TERMS.

Sign

Date

Employee

Complete

State

Driver's License #

Sign

Date

Supervisor

PROBATION NOTICE

The safe operation of Motor Vehicles is imperative to the safety of our employees and students as well as the public.

The management of CHARTER SCHOOL has reviewed your Motor Vehicle Record.

If you disagree with the information provided, you have been given the opportunity to go to the DMV within 30 days of notification, correct the information and give us an updated/corrected copy of your Motor Vehicle Record.

The information contained in your Motor Vehicle Record is of concern to CHARTER SCHOOL with respect to your ability to drive safely.

Any employee who has accumulated moving violations, accidents or a combination thereof, which exceed the standards aforementioned in this policy, is placed on probationary status and will be subject to having their Motor Vehicle Record reviewed as often as Management feels necessary. Probationary status will remain in effect for a minimum period of twelve (12) months from the date noted below. At that time management will review driving status with the employee for consideration to be placed back into written warning status.

If notification of a moving violation and/or at-fault accident occurs while on probationary status, an employee may be placed in a non-driving position or be subject to termination at management's discretion. Please note, there are very limited non-driving positions available in at CHARTER SCHOOL and if an employee is excluded from driving activities due to their Motor Vehicle Record, we may not have a position for them.

By signing this form, you are aware that you have been placed on a probationary status until the next review of your Motor Vehicle Record. Should the next review uncover further violations/accidents, your CHARTER SCHOOL driving privileges may be revoked.

I HAVE READ AND UNDERSTAND THE TRANSPORTATION/DRIVING POLICY & AGREE TO ITS TERMS.

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

SUSPENSION NOTICE

The safe operation of Motor Vehicles is imperative to the safety of our employees and students as well as the public.

The management of CHARTER SCHOOL has reviewed your Motor Vehicle Record.

If you disagree with the information provided, you have been given the opportunity to go to the DMV within 30 days of notification to correct the information and give us an updated/corrected copy of your Motor Vehicle Record.

The information contained in your Motor Vehicle Record is of concern to CHARTER SCHOOL with respect to your ability to drive safely.

Any employee who has accumulated moving violations, accidents or a combination thereof, which exceed the standards aforementioned in this policy, is subject to immediate suspension of CHARTER SCHOOL driving privileges. Immediate suspension of CHARTER SCHOOL driving privileges also applies should the State revoke or suspend the driver's license.

Please note, there are very limited non-driving positions available in the Charter school and if an employee is excluded from Charter school driving activities due to their Motor Vehicle Record, we may not have a position for them.

By signing this form, you are aware that you have been placed on a suspended driving status. You have the opportunity to go to the DMV within 30 days of this notification to correct the information, and give us an updated/corrected copy of your Motor Vehicle Record. In the event that you are unable to correct the deficiencies that prompted your CHARTER SCHOOL driving privilege suspension, your suspended status will continue, and pending non-driving position availability you may be subject to termination.

I HAVE READ AND UNDERSTAND THE TRANSPORTATION/DRIVING POLICY & AGREE TO ITS TERMS.

Sign

Date

Employee

Complete

State

Driver's License #

Sign

Date

Supervisor

BOUNDARIES AGREEMENT

School-owned vehicles must be kept within the state of California and within the counties served by the school (San Diego, Riverside, Orange, and in some cases, Imperial and San Bernardino) unless express, written permission has been given by the Executive Director. **No non-approved stops other than to and from the activity should be made.**

I HAVE READ AND UNDERSTAND THE TRANSPORTATION/DRIVING POLICY & AGREE TO ITS TERMS.

Sign

Date

Employee

Complete

State

Driver's License #

Sign

Date

Supervisor