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## Employee Driving Policy & Guidelines

Monarch River Academy (“School”) understands that student transportation is a necessary service and an integral part of the total educational program at the School. The safe operation of motor vehicles is one of the highest priorities at the School. Though it is not the intent of the School to “police” operators of vehicles driven on behalf of the school or to invade the privacy of employees or volunteers, it is necessary to establish a basis for determining safe operating standards for drivers. The following shall apply to all persons operating School vehicles or operating their own vehicles to transport students for any reason or for School business:

The purpose of the Monarch River Academy Governing Board approving the Employee Driving Policy and Guidelines is to ensure there are safety protocols for driving for School business and activities and to establish the following policy components:

1. Outline Vehicle Requirements
2. Outline Employee Driver Requirements
3. List Insurance Requirements
4. Address Seat Belt Requirements
5. Establish Driving Guidelines

### 1. Vehicle Requirements

Acceptable private-passenger vehicles used for transporting students must meet the following requirements:

- The vehicle **must not** be designed, used, or maintained to carry more than 11 passengers (including the driver). For 11 passenger vehicles, a commercial driver’s license is required. Please note: Any vehicle with the capacity of 12 or more used to transport students is classified by regulatory authorities as a “school bus” and cannot be used to transport students unless it has been modified to meet all federal and state safety regulations of a school bus.
- The vehicle must be in safe working condition (e.g. working seatbelts, brakes, wipers, horn, and lights).
- As required by law, children who are under 8 years old OR who are not at least 4 feet 9 inches in height must be properly secured in a federally approved child passenger restraint system.

### 2. Employee Driver 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 Policy
- Valid California driving license
- Valid vehicle registration

### **3. Insurance Requirements**

Driver must carry and provide evidence of the following auto insurance coverage and amounts:

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

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

### **4. Seat Belt Requirement**

Seat belts are an essential element of the School's driver safety policy/procedures. To emphasize seat belt awareness, on (1) seat belt violation while on School business will equate to one (1) moving violation.

### **5. Guidelines**

- Drivers must obey the rule of three (3): At least two (2) adults are required to transport a single student (unless responding to a medical emergency). At least two (2) students must be present if transported by a single adult.
- No non-approved stops other than to and from the activity should be made. During approved stops, students must be supervised.
- 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 of being under the influence of drugs or alcohol will not be permitted to drive.
- Drivers may not carry non-school personnel, non-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 regulation 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.

- Parents are required to sign a permission slip/waiver that explains how transportation will be provided for each trip before their child may drive in a private passenger vehicle.

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

Sign \_\_\_\_\_ Date \_\_\_\_\_  
Employee or Volunteer

Completed \_\_\_\_\_ State \_\_\_\_\_  
Driver's License #

Sign \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor