

**WESTON PUBLIC SCHOOLS
MULTI FUNCTION SCHOOL ACTIVITY BUS USE POLICY**

PURPOSE

This policy defines the conditions of appropriate use of the Weston Public Schools' Multi-Function School Activity Bus ("District Vehicle"), to establish procedures for the operation of such vehicles.

SCOPE

This policy applies to all agents of the District who operate the Vehicle for District purposes.

APPLICABILITY

The District Vehicle shall be used exclusively for the conduct of official school business, and the use of such vehicle for personal purposes such as attending to personal affairs, social engagements or unapproved commuting is prohibited.

VEHICLE USES

District Vehicles

It is the policy of the District that certain positions would benefit from access to the District Vehicle during their work shift. The District Vehicle is not a Personal Vehicle and is not for personal use. The District Vehicle should be assigned solely for purposes consistent with providing services to the students of Weston. The District staff will not be paid additional monies for operating this Vehicle (as a driver or chaperone).

Registering and Insuring a District Vehicle

Whenever a new vehicle is purchased, the District Business Office will complete the appropriate paperwork necessary to register and insure the vehicle.

RULES & RESPONSIBILITIES

Employees who drive the District Vehicle are responsible for, but not limited to, the following:

- District Vehicles may only be used for legitimate District business.
- Operators should always exercise sound judgment when using the assigned District Vehicle and should avoid the appearance of misuse.
- The Massachusetts Ethics Code discusses unwarranted privileges. Using public equipment or resources for personal use constitutes use of an official position to obtain an unwarranted privilege not similarly available to others. Misuse of an assigned District Vehicle is an ethics violation.
- District Vehicle will not be used to transport any individual who is not related to District business. Passengers shall be limited to District employees, students,

and other approved participants such as chaperones, coaches, assistant coaches, or team managers. Family members shall not be transported.

- The District shall not be liable for the loss or damage of any personal property transported in the District Vehicle.
- Employees are expected to keep the District Vehicle clean, and to report any malfunction, damage, needed repairs or other vehicle problems to the Asst. Business Manager or their designee immediately.
- Operators should never leave the District Vehicle unattended with the keys in the ignition or anywhere in the vehicle.
- Employees are to always ensure that they and all passenger(s) in a District Vehicle wear seat belts.
- Employees may not operate the District Vehicle under the influence of alcohol, illegal drugs, CBD, any controlled substance not lawfully prescribed by a medical professional, or any substance, prescribed or not, that impairs the employee's ability to drive the District Vehicle.
- Employees are prohibited from possessing any alcoholic containers, illegal drugs, CBD, or controlled substances in a District Vehicle, except for controlled substances lawfully prescribed by a medical professional.
- Employees operating a District Vehicle must maintain a valid motor vehicle license issued by the Commonwealth of Massachusetts or the state of their current residence.
- Employees operating a District Vehicle shall obey all applicable traffic and parking regulations, ordinances, and laws.
- Employees who incur parking or other fines/citations while operating a District Vehicle will be personally responsible for payment of such fines/citations unless payment of such fine/citation is approved by the Superintendent.
- Employees who are issued citations for any offense while operating or using a District Vehicle must notify the Asst. Business Manager immediately when practicable, but in no case later than 24 hours after the issuance of a citation.
- An employee who is operating a District Vehicle and who is arrested for or charged with a motor vehicle offense for which punishment includes potential incarceration, suspension or revocation of the motor vehicle license, must notify his or her Supervisor immediately when practicable, but in no case later than 24 hours after such arrest or charge has occurred. The Supervisor must notify the Asst. Business Manager or their designee.
- No employee may use a District Vehicle for out-of-state travel use without advance approval of the Superintendent or their designee.
- Beverages containing alcohol, any tobacco product including, marijuana, CBD, steroids, or any controlled substance are not permitted in a District Vehicle in accordance with the District Policy.

CELLULAR PHONES AND HANDHELD ELECTRONIC DEVICES

All use of cellular phones and handheld electronic devices are prohibited while driving a District Vehicle. If use of a cellular phone or handheld electronic device is needed, employees should pull off the road and park in a safe place to make calls.

VEHICLE ACCIDENTS

When an employee using a District Vehicle is involved in a motor vehicle accident, the operator must:

- Stop the vehicle.
- Immediately check to ensure that passengers are unharmed.
- Obtain the following information:
 - Name(s) and address(es) of the other driver(s);
 - Driver's license number(s) of the other driver(s);
 - Name(s) and address(es) of the owner(s);
 - Registration number(s) of the other vehicle(s) involved;
 - Name(s) and address(es) of other driver(s) insurance company(ies); and,
 - Name(s) and address(es) of any witness(es) to the accident.
- Immediately report details to the Superintendent's Office or Business Office.
- When any person has been injured and/or when vehicles have suffered significant damage, the local or state police must be called to the scene.
- Do not move the vehicle in these circumstances until authorized by the police.
- Unless an injury prevents the operator from doing so, he/she must fill out a Vehicle Accident Report within 48 hours of the accident. A blank copy of the form may be obtained from the Business Office.
- Take accident photos of all vehicles and property involved in an accident

SPECIAL CIRCUMSTANCES

This policy is intended to provide a basic framework governing the use of the District Vehicle in the District and such cannot contain procedures governing every situation that might arise. Employees seeking clarification of this policy should contact the Asst. Supt. for Finance and Operations. Exemptions from certain provisions of this policy may be authorized by the Superintendent.

DISCIPLINE

Failure to comply with all applicable provisions of this policy may result in disciplinary action up to and including suspension or removal of District vehicle privileges, suspension and/or termination of employment.

PRE-TRIP AND POST-TRIP INSPECTION

All operators are required to complete a daily pre-trip and post-trip inspection of the vehicle to ensure safe operation. Pre-trip and post-trip reports must be recorded, and a copy must be present with the operator during daily operation. Operators should immediately notify company officials of any defects. Be sure to check for any pupils or personal items left of the vehicle.

WHILE TRANSPORTING STUDENTS

- Drivers are prohibited from: smoking/tobacco products including vapor/E-cigarettes, marijuana, steroids or any controlled substance, consuming alcoholic beverages, refueling, using a cellphone, or any other activity that may interfere with the safe operation of the vehicle.
- Doors should be firmly closed and locked when transporting students or staff.
- Drivers should assist pupils who require assistance when entering and exiting the vehicle.
- The operator must always wear safety belts during vehicle operation and all passengers must be properly restrained as set forth in M.G.L. c. 90, Sec. 7AA (see Appendix A) and Sec. 13A.
- The driver must not leave the vehicle unattended while pupils are in the vehicle. This does not apply when a driver leaves the vehicle to assist pupils in entering and exiting the vehicle.
- If the driver must leave the vehicle to assist a pupil, first secure the emergency brake, shut off the engine, and remove the ignition key.
- Only the driver may occupy the driver's seat.
- The driver is expected to maintain order. If a pupil presents a disciplinary problem, the pupil should be reported to the appropriate authorities according to procedures established by the District.

Approved

11/4/2021