

# Policy Guide



Policy No. 810.3  
 Section OPERATIONS  
 Title SCHOOL VEHICLE DRIVERS  
 Adopted OCTOBER 22, 2019  
 Revised \_\_\_\_\_

<b>POLICY NO. 810.3 SCHOOL VEHICLE DRIVERS</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that an employee must be fit to operate a school related vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.</p>
<b>Section 2</b>	<p><b><u>Definition</u></b></p> <p><b>School-related vehicle</b> means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district or any other vehicle owned/leased by the District. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a “school bus” or “commercial motor vehicle.”</p>
<b>Section 3</b>	<p><b><u>Authority</u></b></p> <p>The Board shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school-related vehicles.</p> <p>All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers</p>

75 Pa. C.S.A. 102

Pol. 818

<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 810.3 SCHOOL VEHICLE DRIVERS</b></p> <p>who operate school related vehicles.</p> <p>School-related vehicle drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.</p> <p>The Board prohibits school-related vehicle drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school related vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.</p>	<p>75 Pa. C.S.A. 3316</p>
	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which may include the following components:</p> <ol style="list-style-type: none"> <li>1. Establishment of procedures for drug and alcohol testing of school-related vehicle drivers.</li> <li>2. Establishment of procedures for obtaining and reviewing each school-related vehicle driver’s driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a vehicle.</li> </ol> <p>The Superintendent or designee shall provide each driver, upon hire or transfer, with:</p> <ol style="list-style-type: none"> <li>1. This policy and any accompanying administrative regulations; and</li> <li>2. Educational materials related to misuse of alcohol and use of controlled substances.</li> </ol> <p>The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.</p>	<p>75 Pa. C.S.A. 1606</p>

<p><b>Section 5</b></p>	<p style="text-align: center;"><b>POLICY NO. 810.3 SCHOOL VEHICLE DRIVERS</b></p> <p><b><u>Guidelines</u></b></p> <p>School-related vehicle drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 850 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.</p> <p>Prior to employment and at least once each school year, school-related vehicle drivers shall submit a copy of a valid driver’s license to the Superintendent or designee.</p> <p>School-related vehicle drivers shall report misconduct in accordance with Board policy 817 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.</p> <p><b><u>Reporting Requirements</u></b></p> <p>School-related vehicle drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner’s written statement that the prescribed substance will not adversely affect the employee’s ability to safely operate a school-related vehicle.</p> <p>School-related vehicle drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, “marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery.”</p> <p>A school-related vehicle driver charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing before the end of the business day following the day the school related vehicle driver is charged or cited. Notice is required no matter what type of vehicle the driver was driving.</p>	<p>Pol. 818, 850 23 Pa. C.S.A. 6344, 6344.3 SC 111, 111.1</p> <p>75 Pa. C.S.A. 1606</p> <p>Pol. 818, 817</p>
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A school-related vehicle driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing of the conviction within thirty (30) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.

Any school-related vehicle driver whose operating privilege is suspended, revoked, canceled or recalled by any state, shall notify the Superintendent or designee immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.

**Controlled Substances and Alcohol**

Drug and Alcohol Testing -

The District may require school related vehicle drivers to submit to the following drug and alcohol tests: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.

*Prohibited Conduct –*

School-related vehicle drivers shall not use medical marijuana products.

School-related vehicle drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A school-related vehicle driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school-related vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.

75 Pa. C.S.A. 1606

75 Pa. C.S.A. 1612



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drivers shall be maintained separate from test information for covered drivers, such information shall be treated as confidential and shall only be released in accordance with law.

Drug and alcohol test information for school-related vehicle drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.

**Acknowledgment of Receipt**

Each school-related vehicle driver shall sign a statement certifying that s/he has received a copy of this policy and its accompanying administrative regulations.

The District shall keep the original signed statement in the school-related vehicle driver's personnel file and provide a copy to the driver.

**Training**

School-related vehicle drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which school related vehicle drivers should also receive that training.

References:

PA School Code – 24 P.S. Sec. 111, 111.1

Child Protective Services Law – 23 Pa. C.S.A. 6344, 6344.3

PA Vehicle Code – 75 Pa. C.S.A. Sec. 102, 1606, 1612, 3316, 3802

Procedures for Transportation Workplace Drug and Alcohol Testing Programs – 49 CFR Part 40.13, 40.191, 40.261

Board Policy – 817, 818, 850