Policy No. 810.3  

**KEYSTONE OAKS SCHOOL DISTRICT**  

**Policy Guide**  

**POLICY NO. 810.3**  

**SCHOOL VEHICLE DRIVERS**  

**Section 1**  

**Purpose**  

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.

**Section 2**  

**Definition**  

**School-related vehicle** 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.”

**Section 3**  

**Authority**  

The Board shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school-related vehicles.

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers.

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who operate school related vehicles.

School-related vehicle drivers shall observe all state and federal
laws and Pennsylvania Department of Transportation regulations
governing traffic safety and school vehicle operation.

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.

Section 4 Delegation of Responsibility

The Superintendent or designee shall develop administrative
regulations to implement this policy and the requirements of
law, which may include the following components:

1. Establishment of procedures for drug and alcohol testing
   of school-related vehicle drivers.

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.

The Superintendent or designee shall provide each driver, upon
hire or transfer, with:

1. This policy and any accompanying administrative
   regulations; and

2. Educational materials related to misuse of alcohol and
   use of controlled substances.

The Superintendent or designee shall also provide notice to
representatives of employee organizations of the availability of
this information.
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### Section 5

**Guidelines**

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.

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.

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.

### Reporting Requirements

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.

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.”

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.
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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.  |
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2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.

3. After consuming alcohol or a controlled substance within the previous eight (8) hours.

An exception shall be made for therapeutic use of prescribed controlled substances used by a school vehicle driver when the driver has submitted in advance a licensed medical practitioner’s written statement that the prescribed substance will not adversely affect the driver’s ability to safely operate a school-related vehicle.

Consequences/Discipline –

The District shall place a school-related vehicle driver who drives, operates or is in physical control of a school-related vehicle out of service for thirty (30) days if the school-related vehicle driver:

1. Has any detectable amount of alcohol in his/her system; or

2. Refuses to take a test to determine his/her alcohol content.

A school-related vehicle driver who refuses to take a drug or alcohol test required pursuant to Board policy and administrative regulations has not refused to take a Department of Transportation (DOT)-test.

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a school-related vehicle driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board’s authority to impose discipline, including discharge.

Maintenance of Records

Drug and alcohol test information for school-related vehicle
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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
- 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