

REQUIREMENTS TO DRIVE A PERRY PUBLIC SCHOOLS VEHICLE**Primary Requirements**

- Any Perry Public Schools employee or school volunteer as defined by policy EEI may be approved to drive a district vehicle. Only employees may transport students.
- Approval to drive a district vehicle requires a valid Oklahoma driver's license and a current Motor Vehicle Record showing a good driving history as defined by the district's insurance carrier be on file at the transportation office.
- Driver will use the vehicle only for school business within the scope of the driver's authority.
- Driver will wear his/her safety belt.
- Driver will observe all traffic laws.
- Driver will not allow an unauthorized person to drive the vehicle.
- Operation of a school vehicle is prohibited while under the influence of any controlled substance or any measurable quantity of alcohol.
- Use of any prescription drugs with potential to impair the operation of a motor vehicle must be reported to the director of transportation before operating a district vehicle.

Specific Requirements

- Any person who operates a school vehicle regularly or occasionally is required to report suspension or revocation of his/her license to the transportation department. Failure to report a change in license status will result in loss of driving privileges.
- District vehicles shall not be loaded with more passengers than their design capacity. Each passenger must occupy a seat when the vehicle is in motion.
- In vehicles equipped with primary restraint systems (e.g., seat belts), each occupant must use the restraining device as designed and required by state law.
- Drivers of school vehicles will drive in a courteous manner at all times.
- Drivers who are involved in two (2) vehicle related incidents in a twelve (12) month period or three (3) incidents in a thirty-six (36) month period will be required to take a driver improvement course. Any driver of a motor vehicle involved in two accidents within a twenty-four (24) month period while functioning as an agent of the district and in which the driver acted negligently (and caused personal injury and/or property damage) shall be required to attend and successfully complete a Motor Vehicle Improvement Course, and must be attended within six (6) months of the date of the second accident.
- At the superintendent's or designee's discretion, drivers may be required to complete a driver improvement course. Drivers required to complete a motor vehicle improvement course must do so at their own expense.
- Any driver of a motor vehicle, while functioning as an agent of the district, that is involved in two (2) accidents in twenty-four (24) month period as a result of backing and or rear ending shall, in addition to the above paragraph be declared uninsurable for a period of three (3) months following the second accident.

Safe Operation Requirements

- Backing of vehicles where the driver does not have a clear view of the entire area behind the vehicle will be accomplished with the assistance of a guide. If a second person is in the vehicle, he/she should guide the vehicle before backing.
- Drivers will ensure that windows, headlights, taillights, and wipers are clean and operational at all times.
- In order to give ample warning to oncoming and following vehicles, turn signals must be utilized by drivers at all times, when making a turn or changing lanes.
- Do not "tail-gate." When following other vehicles in normal traffic and under good weather conditions, a time gap of two seconds should be allowed.

REQUIREMENTS TO DRIVE A PERRY PUBLIC SCHOOLS VEHICLE (Cont.)

- On hills, curves, intersections or in any area where vision is obstructed, do not make a turnabout , i.e., u-turn.
- Vehicles and equipment shall not be parked or left adjacent to the roadway in such a manner as to constitute a traffic hazard to the driving public. Vehicles will not be parked where they will obstruct the sight of other drivers.
- Cell phone use is prohibited, unless using hands-free technology, while driving a school bus loaded or unloaded, and when transporting students in any other school vehicle.

Maintenance Requirements

- Before operating a school vehicle, the driver is responsible for checking to see that all necessary safety equipment and control devices are in good condition before he/she operates it.
- All vehicles are to be returned to the transportation office fueled and free of trash and personal items.
- Buses are to be swept after each trip.
- The superintendent and transportation director have sole discretion over the use and operation of school vehicles.

CROSS-REFERENCE: Policy EEI, School Volunteers