



## VEHICLE SAFETY & USE PROCEDURE

This procedure is intended to promote safe and responsible driving practices and to help prevent accidents, injuries and property damage. It is the responsibility of all members of the School District of Ashland's staff - to comply with this procedure.

### I. GENERAL INFORMATION

#### Definitions:

- A *School District vehicle* is any titled or licensed vehicle owned, leased or rented by the School District of Ashland for school business.
- A *Driver* is any person in compliance with this Vehicle Safety and Use Procedure who is driving a school district vehicle or driving a personal vehicle on school business.

#### Compliance:

- School District of Ashland will verify the status of drivers' licenses and records through the Wisconsin Department of Motor Vehicles.
- The School District of Ashland will annually verify drivers' compliance with this procedure for employees who routinely drive School vehicles.
- All School District of Ashland drivers are responsible for complying with this procedure. Violation of this procedure may be grounds for corrective action and/or loss of driving privileges.

### II. DRIVING REQUIREMENTS & OBLIGATIONS:

All drivers, driving a School District of Ashland vehicle, agree to:

- Have a valid United States driver's license in effect for at least two years and be 21 years of age. Exceptions may be made on a case-by-case basis.
- Have an approved Application for Driving Privileges on file at the District Office. **Application for Driving Privileges must be completed at least seven (7) days prior to vehicle use.**
- Not have exceeded two at-fault accidents/violations within the last 18 months or have any violation in the last 18 months for drunk driving, driving under the influence of drugs, reckless driving, or have a reinstated license in effect less than one year after revocation.
- Use School District of Ashland vehicles for authorized business only.
- Employees are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner and therefore, employees are prohibited from using cell phones while operating such vehicles or equipment. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.

- Never drive under the influence of drugs or alcohol.
- Smoking is not permitted in any School District of Ashland vehicle.
- Do not possess open or closed containers of alcohol while operating any School vehicle.
- Notify the District Office within 48 hours if their driver's license has been suspended or revoked.
- Do not permit any unauthorized persons to drive the School District of Ashland vehicle.
- Use seat belts and require all other occupants to do likewise. The number of passengers should not exceed the number of seat belts.
- Check that front seat passengers are seated appropriately to decrease likelihood of severe air bag injuries.
- Operate the vehicle in accordance with all applicable rules, regulations, laws and ordinances.
- Drive at legal speeds appropriate for road conditions.
- Report accidents, thefts, damage, vandalism or other acts of criminal mischief to the appropriate local law enforcement agency and to the District Office within 24 hours.
- Assume responsibility for fines or traffic violations (including parking violations) associated with his/her use of a School District of Ashland vehicle.
- Do not transport unauthorized passengers such as hitchhikers, family members or friends.
- Complete a Vehicle Request Form prior to utilizing any vehicle.
- Turn off vehicle, remove the keys and lock the vehicle when left unattended.
- Inspect the vehicle for safety concerns before leaving the parking area or garage, checking tires, wipers, lights and other safety equipment for observable defects. The driver is responsible for the condition of the vehicle while it is in use and must report any defects within 24 hours to the responsible party. Please see the information sheet in the vehicle. (See Attached Document – Vehicle Information Sheet.)

### III. USE OF SCHOOL VEHICLES

To reserve and use a School District of Ashland vehicle:

1. Check the availability of vehicles on the School District vehicle calendars.
2. Complete a Vehicle Request Form in full, include driver and passenger information and Requester/Driver signature. Obtain Administrator approval on Vehicle Request Form **with charge account coding** and return to the Maintenance Office.  
**If the form is missing the charge account information, it will be sent back to be completed.**

2. The vehicle and keys can be picked up from the maintenance office either on the day reserved or the last business day prior to the reservation date after approval is granted.
4. **The vehicle will need to be filled with gas once you return to town** so it is ready for the next person/group and returned to the district office lot. Keys will need to be returned to the maintenance office. For your convenience, after hours returns can be dropped through the mail slot in the maintenance office door or returned the next business day by 8:00 a.m. unless other arrangements are made beforehand.
5. **Report any defect in the vehicle within 24 hours to the responsible office.**
  - Maintenance Department – 682-7952 ext. 6101

**VI. EXCEPTIONS:** Exceptions may be made on a case-by-case basis by the Business Manager.

## VEHICLE INFORMATION SHEET

[This form will be customized for each vehicle in the School District of Ashland's fleet]

**VEHICLE:** Make and model:  
VIN:  
License plate:

### RESPONSIBLE PARTIES:

- Maintenance and repairs: John Berglund (715) 682-7952 ext. 6102
- Scheduling and use: Stacie Stariha (715) 682-7952 ext. 6101
- Insurance Information: Patti Gilbertson (715) 682-7080 ext. 6012

### THE DRIVER IS RESPONSIBLE TO:

- Inspect this vehicle for safety concerns or any damage.
- Prior to use, check the tires, brakes, windshield wipers, lights and turn signals.
- Report all safety or maintenance concerns ASAP to the individuals listed above.

**ALL DRIVERS MUST BE IN COMPLIANCE WITH THE  
SCHOOL DISTRICT OF ASHLAND'S VEHICLE SAFETY AND USE PROCEDURE**