



*Section: Operations*  
*Title: Use of School Vehicle*  
*First Reading: July 23, 2019*  
*Second Reading: August 22, 2019*  
*Third Reading / Vote: September 19, 2019*

## **Policy and Procedures for Use of School Vehicle**

### **Purpose**

The Board of Trustees of the Renaissance Academy Charter School (The Board) recognizes that it will be beneficial under certain circumstances to manage and maintain transportation for small group activities. The Board authorizes the Business Manager and CEO to purchase two vehicles for this purpose. The following policy / procedural document will outline plans for use, maintenance and compliance with the use of the vehicles.

Nothing in this document shall override PA Department of Transportation guidelines, laws or rules of motor vehicle usage. Nothing in this document shall override PDE Regulations as they pertain to the transportation of school-aged children. From time to time the Board may choose to amend or update this document per their By-laws.

### **General**

1. The scheduled use of the vehicles will be controlled through the Athletics Office. All requests for use and conflicts will be resolved through that office via a process available to all eligible staff.
2. The primary function of the vehicles is the transportation of small groups of students. Requests for transportation involving students shall have priority over the use of adult personnel only. Vehicles shall not be available for personal use.

### **Scheduling the Vehicles**

All requests for the vehicles will be made using the “[Field Trip Transportation Form](https://forms.gle/8v7GuXTmnFUwbqby5)” (URL: <https://forms.gle/8v7GuXTmnFUwbqby5>) which can also be found on our school website or on Staff Shared in the Google Drive. Please make sure to fill out all required information. Requests must be made as soon as possible and no less than 1-week before the required drive. The Athletic office will inform you if the vehicle(s) are available. Questions regarding availability should be directed to Mr. Zvorsky.

- Groups requesting a vehicle must have at least one approved driver per vehicle (*See Driver Eligibility for guidelines*)
- The Business Manager, CEO or their designee, reserve the right to revoke vehicle scheduling privileges from any individual or group that does not follow the vehicle scheduling or safety policies.
- *Coaches transporting students to scheduled athletic events need not complete the “Field Trip Transportation Form”. The Athletic Director will schedule those with each coach individually as events, games, practices are scheduled.*

## **Driving the vehicles**

1. Only employees of Renaissance Academy Charter School are authorized to drive the vehicles.
2. Eligible employees must be on the school’s Driver List to drive the vehicles (*See: Driver Eligibility*)
3. Act 146 of 1984 (Pennsylvania Vehicular Legislature) restricts the capacity of this type of vehicle to 10 Persons including the driver. Please adhere to that regulation.
4. All maintenance concerns are to be reported to the business manager immediately upon awareness of them. Failure to do so may result in loss of employee eligibility under this policy.

## **School Vehicle Driver Information**

1. The keys are maintained in the mail room in a lock-box. The driver must sign out the vehicle, obtain the keys, and complete the Pre-Trip Inspection Form prior to driving the van. (can be found in the vehicle).
2. Gas may be purchased at Wawa gas stations using the Wawa credit card which is located in the vehicle. If the credit card is not available, the driver may pay and submit a reimbursement form(MER) along with the receipt to the Business Manager.
3. Be certain to lock all doors when vehicle is parked.
4. Be certain to verify that all passengers have left the vehicle before leaving.
5. Observe all speed limit and traffic laws.
6. Upon return to school, please park the vehicle in its assigned parking area, complete and sign Post-Trip Inspection, lock all doors, and return the keys and inspection forms to the Athletic office (or the next morning in case of after school trips.) Please complete the Sign Out/In Log.
7. Be sure to clean all garbage from the vehicle upon returning to school.
8. Registration and insurance cards are located in the console or glove box.

## **Emergency Phone Numbers:**

Pease call the athletic director and/or your principal first:

- Kevin Zvorsky, Athletic Director

- Michelle Boyd, US Principal
- Christine Herman, LS Principal
- Harold Smith, Dean of Students
- Gina Guarino Buli, CEO

**All occupants shall use available seat belts in the vehicle. The driver of the vehicle shall be responsible for enforcing this regulation.**

### **Driver Eligibility:**

Prior to being approved to drive the vehicle, the driver must submit a copy of his/her driver's license and a copy of his/her valid insurance card. The school will run and review the Department of Transportation's report on the driver information.

In order to be eligible to drive the school vehicle(s), the following guidelines must be adhered to:

- Have no chargeable accidents within the past 24 months
- Valid Driver's License. Human Resource Department will photocopy driver's license for records
- Passed any training required (vehicle safety, completing proper logs and forms, etc.) A yearly review of these will be maintained by HR through the Safe Schools Database.
- Have no more than 5 traffic violation points under state law or converted from other states' point systems. Human Resource Department will conduct MVR checks on all applicants
- Have no convictions (within the past 5 years) for driving under the influence of alcohol or drugs or other major violations, such as reckless driving, hit and run, driving with a suspended license, or fleeing from a police officer.

*Drivers are required to immediately notify Human Resources if the status of their MVR or driver's license has changed.*

*Renaissance Academy Charter School reserves the right to actively pull selected and/or all MVRs on active drivers.*

### **Vehicle Operation/Rules**

- Drivers are responsible for obeying and enforcing all rules, regulations, terms and conditions set forth by Renaissance Academy
- Drivers are responsible for obeying all federal, state and local traffic laws. Traffic tickets are the responsibility of the driver, not Renaissance Academy.
- Drivers are not permitted to allow passengers to operate the vehicle, unless the passenger is an approved driver.
- Always have the headlights on while driving.

- Seat belts must be worn at all times. The number of acceptable passengers in a vehicle will be determined by the number of operating seatbelts.
- Cell phones and texting are not permitted to be used by the driver while operating the vehicles. Any GPS or navigation must be set up prior to driving the vehicle.

## **Accident Procedures**

If an accident were to occur, please complete the following steps:

- Stop and secure the vehicle
- Determine if any students in the vehicle require immediate first-aid attention
- Set out warning devices if necessary (orange cones will be in the back of the vehicle)
- Contact local law enforcement authorities (911)
- Get other drivers' information:
  - Name, date of birth, driver's license number and state, phone number, address, insurance company and policy number, license plate number, make/model/year of vehicle, damage to vehicle, injury to driver (if any), date, time of accident.
- Give the other driver your information and vehicle information.
- Notify/Call Athletic Director and/or your Principal (see Emergency contacts above)
- If the vehicle is damaged and is not drivable, have it towed
- **Complete the Accident Report Form and turn it into the business office.**

## **Breakdown Procedures**

If the vehicle should breakdown, please complete the following steps:

- Notify/Call Athletic Director and/or your Principal (see Emergency contacts above)
- Emergency contact will help to determine action to be taken.