



## **School Safety Policies BP 07-14**

### **Board Policy: GCC Vehicle Policy**

The safe operation of our motor vehicles is one of the highest priorities at Gateway Community Charters (GCC). For this reason, we have developed the following policy.

Though it is not the intent of GCC to police operators of GCC vehicles or to invade privacy of employees, it is necessary to establish a basis for determining safe operating standards for drivers. The following shall apply to all persons operating GCC vehicles:

#### **I. Employees**

1. GCC will enroll in the California Department of Motor Vehicles employer pull notice program. Through this program, GCC will be able to review employee Motor Vehicle Records periodically and upon notice of new violations.
2. Employee must have a valid driver's license at all times when operating a GCC vehicle, or their own personal vehicle when used for student transportation or school business.
3. Management will review with the employee the Motor Vehicle Record of any employee whose record reveals the following:
  - One (1) or more moving or traffic violations
  - One (1) not at-fault accident within the last three years;
  - One (1) seat belt violations within the last three years;

Employees meeting any of the above criteria, may be subject to a verbal warning status (document attached).

4. Management will review with the employee the Motor Vehicle Record of any employee whose record reveals the following:
  - Two (2) or more moving violations within the last three years
  - One (1) at-fault accident within the last three years
  - Two (2) or more not-at-fault accidents with the last three years
  - More than one (1) seat belt violation within the last three years

Those employees meeting any of the above criteria may be placed on probationary status (document attached for review). All employees are subject to the Department of Motor Vehicles Employer Pull Notice Program which informs the GCC immediately of violations or accidents which have occurred. If notification of a moving violation and/or at-fault accident occurs while on probationary status, the employee may be placed in a non-driving position or prohibited from transporting students or on school business.

5. Management will suspend GCC driving privileges with the employee of the Motor Vehicle Record reveals the following:
  - Employees that accumulate two or more moving violations within the last three years
  - Three (3) or more not-at-fault accidents within the last three years
  - Employees that accumulate 2 or more at-fault driving accidents during the course of 12 months

Employees in driving positions may be placed in a non-driving position pending availability.

6. Employees convicted of Major Citations\* may not be permitted to transport students or operate any vehicle on Charter school Business. For employees in driving positions, after management review, if it is determined that a non-driving position is not available, termination may result.
7. Seatbelts are an essential element of our driver safety policy/procedures. To emphasize seatbelt awareness, any seatbelt violations while on Charter school business will equate to one (1) moving violation.
8. If the semi-annual review of Motor Vehicle Record reveals major Citations\* in other than Charter school vehicles, citations for failure to appear, or at-fault accident, management shall review and determine if the employee should be permitted to continue to transport students or operate vehicles on Charter school business.
9. Except for students and volunteers, driving non-employee passengers in charter school vehicles either during or after normal business hours can be a major liability to GCC. Therefore, with the exception of students and volunteers no GCC Employees are allowed to transport non-employees in any GCC vehicles unless prior approval by management is granted.
10. Only authorized employees are allowed to operate the GCC vehicles and they are for student transportation and charter school business use only. Employees are not to use the vehicle for personal business, nor commute to or from home and work with GCC owned vehicles.

11. For employees who drive their personal vehicles for student transportation or charter school business purposes, GCC requires that the employee or volunteer carry insurance amounts and coverage:

Automobile Liability - \$100,000 per person; \$300,000 per occurrence

Property Damage - \$50,000 per occurrence

Medical Payments - \$5,000 per person

In the event of an accident, the employee's insurance coverage acts as the primary insurance coverage for damages. Evidence of this insurance as well as a copy of the employee's or volunteer's current motor vehicle report (MVR) must be kept on file and updated upon insurance and license renewals.

- \* For the purpose of this policy, Major Citations includes but is not limited to:

- Driving Under the Influence of Drugs or Alcohol
- Failure to Stop for an Accident
- Homicide, manslaughter or assault arising out of the operation of a motor vehicle
- Driving with a Revoked or Suspended License
- Possession of an Opened Container of Alcohol in a Vehicle
- Speed Contest
- Drag or Highway Racing
- Attempting to Elude a Police Officer
- Hit and Run
- Reckless Driving

## II. Potential Employees Driving

12. Employee potentially providing student transportation shall have valid, current California Driver's License for the type of vehicle driven to be eligible.
13. Employee potentially providing student transportation will provide a current original DMV Motor Vehicle Record as part of the process. GCC may request a Motor Vehicle Report from a business insurance carrier as part of the screening process.
14. Employee potentially providing student transportation who's Motor Vehicle Record (MVR) has two (2) or more at-fault accidents or moving violations (or combination thereof) within a twelve (12) month period of time may not be eligible. Additionally, applicants with three (3) or more NOT-at-fault accidents or moving violations (or combination thereof) appearing on their MVR report may not be eligible.

15. Employee potentially providing student transportation whose Motor Vehicle Record includes report of any major citation/citations\* may not be eligible.

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Board Approved: 10-07-14

## GCC Student Transportation - *Verbal Warning*

The safe operation of Motor Vehicles is imperative to the safety of our employees, volunteers and students as well as the public.

The management of GCC has reviewed your Motor Vehicle Record and provided you with a copy.

If you disagree with the information provided, you have been given the opportunity to go to DMV within 30 days of notification, correct the information and give us an updated/corrected copy of your Motor Vehicle Record.

The information contained in your Motor Vehicle Record is of concern to our Charter school with respect to your ability to drive safely.

By signing this form, you are aware that you have been placed on a verbal warning status until the next review of your Motor Vehicle Record. Should the next review uncover further violations/accidents, your status may change to probationary.

I HAVE READ AND UNDERSTAND THE GCC VEHICLE POLICY AND AGREE TO ITS TERMS.

Sign	_____	Date	_____
	Employee		
Complete	_____	State	_____
	Driver's License #		
Sign	_____	Date	_____
	Supervisor		

## GCC Student Transportation - *Probation Notice*

The safe operation of Motor Vehicles is imperative to the safety of our employees, volunteers and students as well as the public.

The management of our Charter school has reviewed your Motor Vehicle Record and provided you with a copy.

If you disagree with the information provided, you have been given the opportunity to go to DMV within 30 days of notification, correct the information and give us an updated/corrected copy of your Motor Vehicle Record.

The information contained in your Motor Vehicle Record is of concern to our Charter school with respect to your ability to drive safely. As defined in GCC Vehicle Policy, those employees with Two (2) or more moving violations within the last three years, One (1) at-fault accident within the last three years, Two (2) or more not-at-fault accidents with the last three years, More than one (1) seat belt violation within the last three years are placed on probationary status and will be subject to having their Motor Vehicle Record reviewed as often as Management feels necessary. We are doing this to assure that improvement in driving habits is achieved so that serious injuries and property damage can be avoided. Probationary status will remain in effect for a minimum period of twelve (12) months from the date noted below. At that time management will review driving status with the employee or volunteer for consideration to be placed back into verbal warning status.

If notification of a moving violation and/or at-fault accident occurs an employee may be ineligible to provide student transportation.

By signing this form, you are aware that you have been placed on a probationary status until the next review of your Motor Vehicle Record. Should the next review uncover further violations/accidents, your Charter school driving privileges may be revoked.

**I HAVE READ AND UNDERSTAND THE GCC VEHICLE POLICY AND AGREE TO ITS TERMS.**

Sign	Employee	Date	
Complete	Driver's License #	State	
Sign	Supervisor	Date	

## GCC Student Transportation - *Suspension Notice*

The safe operation of Motor Vehicles is imperative to the safety of our employees, and students as well as the public.

The management of our Charter school has reviewed your Motor Vehicle Record and provided you with a copy.

If you disagree with the information provided, you have been given the opportunity to go to DMV within 30 days of notification, correct the information and give us an updated/corrected copy of your Motor Vehicle Record.

The information contained in your Motor Vehicle Record is of concern to our Charter school with respect to your ability to drive safely.

Any employee who has accumulated moving violations, accidents or a combination thereof that exceeds the standards aforementioned in this policy is subject to immediate suspension of Charter school driving privileges. Immediate suspension of Charter school driving privileges also applies should the State revoke or suspend the driver's license.

By signing this form, you are aware that you have been placed on a suspended driving status. You have the opportunity to go to DMV within 30 days of this notification and correct the information, and give us an updated/corrected copy of your Motor Vehicle Record. In the event that you are unable to correct the deficiencies that prompted your Charter school driving privilege suspension, your suspended status will continue.

**I HAVE READ AND UNDERSTAND THE GCC VEHICLE POLICY AND AGREE TO ITS TERMS.**

Sign	_____	Date	_____
	Employee		
Complete	_____	State	_____
	Driver's License #		
Sign	_____	Date	_____
	Supervisor		