

GOAL ACADEMY POLICY FLEET POLICY

Section: E – Support Services

Policy Number: E-1

Policy Name: Fleet Policy

Approval Authority: Board of Directors

Responsible Executive: Chief Executive Officer

Responsible Office: Facilities Management and Operations

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1. Policy Statement

GOAL Academy formally monitors and centrally maintains all school fleet records. Employees responsible for fleet vehicles must comply with the conditions and procedures that are outlined in this document, which defines the school's fleet policy, outlines the general steps for use and maintenance of school resources and/or property. It further describes the roles of the responsible executives and responsible office.

2. Reason for Policy

School resources must be utilized in a manner which enhance and protect the school's ownership. Employees must assure compliance with policy objectives and establish accountability measures that guide the fleet and employees affected by the policy.

3. Who Should Read This Policy

- All staff members utilizing school vehicles.

4. Contacts

- Director of Facilities Management and Operations

5. The Policy

Fleet Vehicles Policy

I. General

The safe operation of motor vehicles is very important to GOAL Academy. The purpose of this policy is to ensure the safety of employees who operate school vehicles and the passengers within. Accidents are costly to the school, and most importantly, they may result in injury to you and anybody that is traveling with you. It is the responsibility of the driver to operate the vehicle in a safe manner to prevent injuries and property damage.

GOAL Academy adheres to the small vehicle activity guidelines provided by the Colorado Department of Education.

GOAL Academy expects each driver to drive in a safe and courteous manner pursuant to the following safety rules as well as all State and Federal regulations.

GOAL Academy reserves the right to order and review employee Motor Vehicle Records as part of the background check policy. These reports are subject to the commercial auto policy underwriting guidelines, established by the insurance carrier during the applicable coverage period.

Only authorized drivers are allowed to operate a school vehicle and they are for School Use Only, unless prior verbal approval has been granted by the Chief Executive Officer or Designee.

II. Driver Eligibility

- Each employee must always possess a valid driver's license when operating a school vehicle.
- Each employee who is required to drive as part of his/her job description must be at the time of hire and must remain insurable under the base premium for the master insurance policy carried by the Employer.
- Must be a minimum of 18 years of age.
- **GOAL students are prohibited from driving a school vehicle, this includes student interns.**
- School vehicles are to be driven by **authorized employees. Exceptions must be approved by the Chief Executive Officer or designee.**
- If an employee has a driver's license revoked or suspended they shall immediately notify their direct supervisor and discontinue use of a school vehicle. Failure to do so may result in disciplinary action, including dismissal.
- All school vehicles are SMOKE-FREE.
- Regardless of severity, all accidents must be reported to the police and the employee's direct supervisor. Failure to report an accident may result in disciplinary action, including dismissal.
- Any summons received for moving violations during the use of a school vehicle must be reported immediately to the employee's direct supervisor. These summonses and any fines or court cost associated to these summonses will be at the expense of the employee. GOAL Academy is not responsible for any fines and/or court costs associated with legal proceedings.
- Motor Vehicle Records will be ordered yearly and during all new hires to accurately assess the employee's driving record. If an unfavorable record is found, it may result in the loss of privilege of use of a school vehicle and/or dismissal dependent on job requirements.

III. Eligibility to Operate a School Vehicle

All Type "1" Violations will result in loss of privilege of use of a school vehicle and will disqualify any potential employment where use of a school vehicle is a requirement

in the job description. Any potential users of school vehicles (employees or applicants) showing one of the below will be restricted from use of a school vehicle.

- One or more type “1” violations in the last 3 years
- Three or more accidents regardless of fault in the last 3 years
- Three or more Type “2” violations in the last 3 years
- Any combinations of accidents and Type “2” violations that equal Four or more in the last 3 years.

Type “1” Violations:

- Driving While Ability Impaired
- Driving Under the Influence of Drugs/Alcohol
- Negligent Homicide from the use of a Motor Vehicle
- Driving Under Suspension or Revocation
- Operating a Motor Vehicle in the Commission of a Felony
- Aggravated Assault with a Motor Vehicle
- Grand Theft Auto
- Permitting an Unlicensed Person to Operate a Vehicle
- Reckless Driving
- Leaving the Scene of an Accident
- Speeding 15 Miles or More Above the Limit
- Passing a Stopped School Bus
- Vehicular Eluding

Type “2” Violations:

- All Moving Violations not listed as type “1” Violations

IV. Driver Safety Rules

- The use of a school vehicle while under the influence of drugs/alcohol is forbidden and is cause for discipline, including termination.
- Employees shall not use a school vehicle when their ability to do so safely has been impaired by illness, fatigue, injury, or under the influence of prescription medication.
- When airbags are available in the vehicle, safety belts must still be worn by driver and all passengers riding in the vehicle.
- No unauthorized personnel including family members and/or friends are allowed to ride in school vehicles.
- All drivers are responsible for the security of the vehicle assigned to them. The vehicle engine must be turned off, keys removed, and doors locked whenever the vehicle is left unattended.
- Head lights shall be used during inclement weather.
- All other state and local laws must be obeyed at all times.

V. What to Do In Case of an Accident

In an attempt to minimize the results of an accident, the driver must prevent further damage and/or injuries and obtain all pertinent information and report it immediately.

- Call for medical assistance if necessary.
- Pull onto shoulder or side of road.
- Call the police. All accidents, regardless of severity, shall be reported to the police.
- Record names and addresses of driver, witnesses and occupants of the other vehicle and any medical personnel who arrive to assist.
- Gather pertinent information to include:
 1. License Number of other Driver(s)
 2. Insurance Names and Policy Number of Other Vehicle(s)
 3. Make, Year, Model of Other Vehicle(s)
 4. Date and Time of Accident
 5. Overall Road and Weather Conditions (take pictures of safely able)
- Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
- Do not discuss the accident with anybody at the scene except the police. **DO NOT** accept any responsibility of the accident or argue with anybody.
- Provide the other party with your name, site address, phone number, driver's license number and vehicle insurance information.
- Report the accident to your direct supervisor immediately. Provide a copy of the accident record from the law enforcement agency.

VI. Vehicle Maintenance

Proper vehicle maintenance is a basic element for any fleet program, not only to ensure a safe vehicle, but to also avoid costly repair or unexpected problems with your vehicle while in use.

- The vehicle should be cleaned regularly to maintain a good appearance for you and the school.
- The vehicle preventative maintenance schedule should be followed regarding recommended maintenance and time intervals. Once a vehicle has been serviced the employee responsible shall send a copy of the maintenance receipt to their assigned regional manager.
- Responsibility for maintenance.
 1. The assigned employee or site is responsible for scheduling all regular maintenance and repairs. Preventative maintenance and repairs shall be performed by a qualified mechanic.
 2. All repair and maintenance costs must adhere to the financial controls policy.
 3. Fleet cards shall be used for vehicle maintenance whenever possible.

VII. Vehicle Fuel

Managing the expense of fuel is an essential part to any fleet program, not only to keep costs down, but to ensure that the school is getting the best use of their vehicles.

- Fleet cards are issued to each school vehicle.
- The Fleet cards are not to be used to fuel any other vehicle except the vehicle the

card is assigned to.

- Each employee will be assigned a 4 digit pin number that will be used along with the odometer reading of the vehicle during each fill up.
- Fuel expenses will be charged to the site or program in which the vehicle is assigned, and come directly out of their allocated budget.
- Employees shall not share their 4 digit pin with any other person.

VIII. Cell Phones

Driving is difficult enough even when you concentrate completely on the road. Driving while you dial a phone and/or balance it to your ear can be distracting and dangerous. Cell phones can be a danger to the driver, passengers and anybody else on the road.

Driving safety must take precedence over answering your phone. When on the road, you should be concentrating on safe driving, not on making a phone call.

General Guidelines

1. All cell phones used for school business must be used with either a hands-free speaker option or hands-free headset option while driving a school vehicle.
2. Don't forget to connect your hands free devices prior to driving.
3. Assess the traffic situation before placing or receiving phone calls.
4. GOAL Academy recommends dialing phone numbers when the vehicle is stopped.
5. Drive in the slow traffic lane when talking on the phone and avoid lane changes or passing vehicles.
6. You **MUST** pull over to a safe stopping place if the call requires you to write down information.
7. Keep your call duration to a minimum while driving a vehicle.
8. Under no circumstance is texting permitted while operating a vehicle.

IX. Transporting Authorized Passengers

Except during *emergency situations, the following conditions must be followed while transporting authorized passengers:

1. When possible two adult staff members must be present.
2. When possible, passengers must ride in the back seat.
3. The driver and all passengers must be seated and utilize the appropriate safety restraining device for their age, height and weight.
4. When only one staff member is available to transport students, there must be a minimum of two students in the vehicle. Staff members are not permitted to be alone in a vehicle with one student unless there is an emergency.

*An **emergency** event is a sudden, urgent, usually unexpected incident or occurrence that requires an immediate reaction or assistance. Existing and continuing conditions are never considered **emergencies**. In the event of an emergency the staff member is required to notify their supervisor immediately that they will be transporting a student alone.

Not operating by these general guidelines is considered an unsafe act and may result in disciplinary action.