

**NON INSTRUCTIONAL OPERATIONS**

**8170**

District-Owned Vehicles

The District owns and maintains certain vehicles. Included among them are pickups, school buses, and vans. Any vehicles leased or rented by the District fall under the same guidelines for purposes of this policy. These are for use by properly authorized personnel of the District for District business purposes.

Any driver who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination.

District Bus and Vehicle Maintenance

Buses used in the District's transportation program shall be in safe and legal operating condition. All buses shall conform to standards of construction prescribed by the State Board of Education and inspections as required by law.

Drivers shall ensure the safe condition of the school bus by conducting daily pre-trip, post trip, and child check school bus inspections. The Superintendent or their designee shall establish specific checklists for these inspections. The District or their transportation contractor shall provide drivers with a pre-trip inspection form which may be based on the State Department of Education model pre-trip and post trip inspection forms. At minimum, the pre-trip inspection shall ensure that all safety equipment; such as brakes, tires, all lighting systems, steering, and the horn; are in working order. Post trip inspections shall include an emphasis on locating any sleeping students and any articles left on the bus, and reporting any bus defects

All other District vehicles shall be maintained following established programs as developed by the Superintendent.

District-Owned Vehicles Provided to Employees

District-owned vehicles shall be used in accordance with all state and federal laws, rules and regulations of the Idaho Department of Education, Buhl School District Board of Trustees, Superintendent of Schools or his/her designee. Drivers of all District-owned vehicles will be properly licensed and shall receive training as determined by District administration to be appropriate. The District may review drivers' motor vehicle records at any time.

The District reserves the right to review the complete driving history of an employee in determining disciplinary actions.

Legal Reference: I.C. § 33-1506                      Inspection of School Buses  
IDAPA 08.02.02.160                      Maintenance Standards and Inspections  
Standards for Idaho School Buses and Operations  
Idaho Department of Education, Idaho's School Bus Driver Training  
Classroom Curriculum

Policy History:

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Revised on: