

**NUSD**  
**SITE VAN USAGE POLICY AND GUIDELINES**  
**Pilot Program**  
**9.23.16**

1. **General District Usage Guidelines:**

- a. Trips using district vans shall not exceed 150 miles one-way due to district liability and concern for student safety.
- b. Trips are limited to ten (10) or fewer passengers, including the driver. Per Federal Motor Carrier Safety Administration regulations, under no circumstances shall the number of passengers exceed ten (10) persons, and each person shall wear a working seat belt.
- c. Vans shall not be used for private or personal use.
- d. Site vans shall not be driven to any residence.
- e. When vans are being used to transport students, more than one student will be transported.
- f. Limitations on work/drive hours for Drivers
  - i. All drivers will take the appropriate steps to reduce fatigue related driving and will consider factors such as physical condition, weather, length of trip and road conditions to determine reasonable travel times within this policy's limits
  - ii. Assistant Principals will work with drivers to prevent excessive driving on official school travel, making sure they have discussed and mitigated potential risks.
  - iii. No driver will exceed a total of 10 hours of driving time behind the wheel while on official school travel per day.
  - iv. If a driver has been working prior to driving, the maximum total is 12 hours for a combined work/driving period per day.

- v. Vehicles with multiple drivers may drive up to a combined total of 12 hours with no person exceeding 10 hours behind the wheel.
  - vi. Reasonable exceptions to work time limitations allow for an additional 2 hours of driving time for exceptional weather or traffic incidents.
  - vii. Travel involving overnight stay is allowable if trip has met requirements and approval by the Board.
2. **Exceptions:** Exceptions to requirements in Paragraph 1 above must be approved by the site Principal, or his/her designee. Exceptions include when the scheduling and/or location, number of students, length of stay, etc. of such trip(s) are beyond the control of the school, making other modes of transportation impractical.
3. **Driver Authorization and Guidelines:** Only District employees, including paid coaches and/or curriculum advisors, are authorized to provide student transportation in a District-owned, leased or rented vehicle or van, and only within the scope of the individual's employment or assignment with the District. No District employee, including paid coaches or curriculum advisors, may be authorized to drive a District-owned, leased or rented vehicle for school business to transport students unless they meet the following requirements and provide written verification and assurance to comply with them:
- a. Be added to the District's DMV Pull Notice List:  
DMV Pull Authorizations to be sent to the District Business office for submitting to the DMV. This needs to occur a minimum of two weeks in advance of the need to drive for the first time, to allow for DMV processing time. (see attached)
  - b. Complete and sign the Driver Policy Acknowledgement Form verifying that driver has read and agrees to these policies. Driver Policy Acknowledgement Form to be sent to the District Business Office. (see attached)
  - c. Drivers must be at least 25 years of age.

- d. The District shall refuse driver authorization to operate the district vehicle if the driver is determined to be a negligent operator in accordance with the following policy or fails to maintain a valid California Class A, B or C driver's license.
  - i. A driver is considered a negligent operator of a motor vehicle when the driver's driving record shows the following point count:
    - I. 2 points in a 12 month period
    - II. 3 points in a 24 month period
    - III. 4 points in a 36 month period
  - ii. When a traffic conviction shows a person drives a motor vehicle unsafely on a highway, it counts as one point toward determination of a negligent driver.
  - iii. Two points are charged if the driver is convicted of:
    - I. Evading peace officer/reckless driving
    - II. Driving while suspended/revoked/refusing to test
    - III. Causing property damage, injury or death by hit-and-run driving
    - IV. Vehicular manslaughter with gross negligence
    - V. Speed over 100 mph
    - VI. Driving on the wrong side of a divided highway
    - VII. Speed contest or exhibition of speed
    - VIII. Illegal transport of explosives
    - IX. Driving under the influence of liquor and/or any drug
  - iv. An accident is normally counted as one point. If a driver's total point count exceeds the allowable limit due to an accident found not to be his/her fault, an appeal not to consider the accident may be filed with the district. It shall be the driver's responsibility to supply a copy of the traffic accident report or insurance company report with the appeal.
  - v. After an authorized driver reaches the maximum point threshold, he/she will no longer be able to drive on behalf of the District.
- e. Comply with seat belt laws, and ensure that all passengers are using seat belts.

- f. Comply with legal posted speed limits and follow all applicable safety and other laws and requirements.
- g. Follow the safest, most direct route giving consideration to the weather and road conditions and avoid unnecessary stops.
- h. Only authorized passengers are allowed (i.e. students and/or district employees, coaches and/or curriculum advisors who have signed permission slips/waiver of liability/ medical authorization forms on file with the school).
- i. Abstain from using any electronic devices (cell phones, audio headsets, etc.) and eating food while driving. Pull off to a safe area and stop before making or receiving a phone call using a handheld communication device.
- j. Not be under the influence (or in the possession) of alcohol or controlled substances, and not be taking medication that may affect the safe operation of the vehicle when driving a District-owned, leased or rented vehicle or van.
- k. Submitting paperwork is NOT an automatic authorization to drive. District employees, including paid coaches and curriculum advisors must receive notification from the District of approval via the Transportation Supervisor prior to driving for the first time each school calendar year.
- l. Authorization process, including Driver Policy Acknowledgement and DMV Pull, must be renewed every school calendar year in order to be authorized to drive a District vehicle. District must be notified immediately of any changes in DMV or Valid License status.
- m. Report all traffic citations and warnings (both moving and nonmoving violations) received while operating the vehicle or equipment to the site Assistant Principal. Any traffic violations committed by a driver while using District vehicles are the financial responsibility of the driver. Payment or any citations received while driving a District vehicle is the responsibility of the driver.
- n. Drivers who fail to comply with all District transportation policies and state laws shall be subject to district disciplinary action and drivers may be removed from the Approved Van Driver list.

4. **Individual School Site Responsibility**: The Assistant Principal (or their designee) at each site will be responsible for the following:
- a. Making sure each van driver is on the Approved Van Drivers list maintained by the District Transportation Supervisor.
  - b. Ensuring each van is in compliance with the maintenance requirements and schedule provided by the District Transportation Supervisor.
  - c. Responsibility for van request approval and use scheduling.
  - d. Ensuring van mileage and safety checkout /check-in procedures are completed.
    - i. Each van will be outfitted with a document clipboard that contains a van Safety Inspection log sheet. (see attached). All drivers must visually inspect the vehicle upon checkout and upon return each and every time a district van is driven. This log sheet also is used to record mileage and gasoline purchase. This log sheet must be completed each time a district van is driven.
    - ii. It is the site's responsibility to ensure the Safety Inspection log sheet is completed and maintained for future reference
    - iii. It is the site's responsibility to inspect the vehicle upon check-in and monitor and maintain gas levels.
    - iv. A District Transportation Yard gas key will be provided to each site for fueling the vans M-F prior to 4:00pm. For after hours and on weekends, a gas card will be provided for each vehicle. Site is responsible for issuing gas card to drivers when key is issued.
    - v. Gas receipts for purchased fuel to be turned into the site along with the keys and Safety Inspection log sheet (with mileage and gas purchase indicated) upon return.
  - e. Ensuring van and keys are properly secured on site.
  - f. Promptly notifying the District of any accident or injury, traffic incidents or violations by drivers of the vans.

## **5. Emergency /Breakdown Procedures**

- a. If emergency or breakdown occurs, park vehicle safely off the road.
- b. Turn on emergency flashers.
- c. Check to make sure vehicle is not smoking or on fire (Fire extinguisher is inside vehicle between seats). If a fire is suspected, exit all persons from vehicle quickly and safely. If it is safe to do so, attempt to extinguish the fire. Clear area and call 911, if necessary.
- d. For a flat tire, out of gas or any normal breakdown, during normal school hours, please call:
  1. District Transportation Office - 415. 892.1598
  2. District Maintenance Office - 415.892.1596

After hours and on weekends, call:

National Auto Club - 800.622.2136

ID card is kept in the document clipboard.

- e. The keys are the driver's responsibility and if lost, driver will be charged for replacement. Call the tow service number above to unlock door, then contact:
  1. Kevin Gomes – 707.849.0497
  2. Mark Silva – 415.798.1683
- f. Report all problems to Transportation Shop as soon as possible.

## **6. Accident Reporting Procedures**

- a. Accident Reporting Forms (see attached) Forms and insurance ID card are kept in the document clipboard maintained in each van.
  - i. Stop at once
  - ii. Call an ambulance for anyone seriously injured
  - iii. Contact the local police authority

- iv. Obtain name, address and phone number of all persons in the other vehicle(s)
- v. Obtain the license number and state of registration of the other vehicle(s)
- vi. Phone your Assistant Principal/school emergency contact if there is personal injury or extensive property damage
- vii. Do not discuss the accident with anyone other than the police authority, your Assistant Principal/school emergency contact or a representative of the District's insurance agency
- viii. Complete the accident report as soon as possible and submit to the Assistant Principal.



A Public Service Agency

**EMPLOYER PULL NOTICE PROGRAM**  
**AUTHORIZATION FOR**  
**RELEASE OF DRIVER RECORD INFORMATION**

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_  
hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving  
record, to my employer, \_\_\_\_\_  
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at  
least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension,  
revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code  
(CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my  
driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE OF EMPLOYEE  
**X**

I, Cyndee Cannon, of Novato Unified School District  
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of  
this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am  
requesting driver record information on the above individual to verify the information as provided by said individual. This  
record is to be used by this employer in the normal course of business and as a legitimate business need to verify information  
relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any  
unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal  
Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five  
thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I  
understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to  
CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_  
Novato Marin CA

DATE \_\_\_\_\_ SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE  
**X**

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program  
you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website  
at [www.dmv.ca.gov/otherservices](http://www.dmv.ca.gov/otherservices), or by calling 916-657-6346.

**THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND  
MADE AVAILABLE UPON REQUEST TO DMV STAFF.**

**DO NOT RETURN THIS FORM TO DMV.**





# NOVATO UNIFIED SCHOOL DISTRICT

1015 SEVENTH STREET ▪ NOVATO ▪ CA ▪ 94945 ▪ PH: (415) 897-4201 ▪ FX: (415) 898-5790

*"Achievement for All – Our Call to Action"*

**2016-2017**

## **VAN DRIVER POLICY ACKNOWLEDGEMENT**

I acknowledge that I have received and read a copy of the NUSD Van Driver Policy and Procedures, and agree to all the requirements therein in order to drive one of the NUSD vans.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

To: Matt Brown, District Transportation Supervisor

# SAFETY INSPECTION CHECK OUT

DRIVER NAME

DATE

VEHICLE #

MILEAGE AT START

ENDING MILEAGE

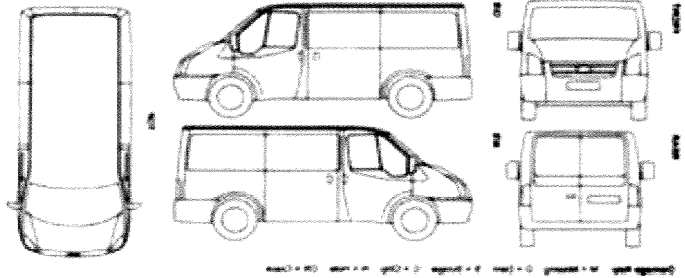
## SAFETY INSPECTION CHECK OUT

CHECK ALL LIGHTS

CHECK ENGINE OIL AND COOLANT LEVELS

VISUAL CHECK OF ALL TIRES

VISUAL CHECK OF BODY FOR DAMAGE  
(note location on picture to right)

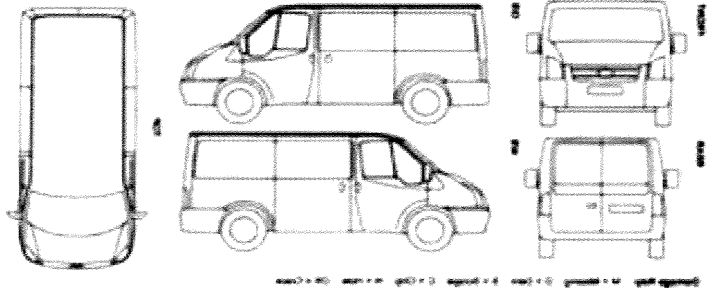


## SAFETY INSPECTION CHECK IN

VISUAL CHECK OF ALL TIRES

VISUAL CHECK OF BODY FOR DAMAGE  
(note location on picture to right)

COMPLETE MILEAGE SHEET



## FUEL USAGE

MILEAGE AT FILL UP

GALLONS USED



**OTHER PARTY****INJURED****WITNESSES**

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Name

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Name

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Name

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Address

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Address

---

Address

---

City State Zip

---

City State Zip

---

City State Zip

---

Home Phone Work Phone

---

Home Phone Work Phone

---

Home Phone Work Phone

---

Driver's License

---

Nature of Injury Reported at Time of Accident

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Automobile Year, Make and Model

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Name

---

Name

---

License Plate

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Address

---

Address

---

Area of Damage

---

City State Zip

---

City State Zip

---

Prior Damage

---

Home Phone Work Phone

---

Home Phone Work Phone

---

Number of Passengers

---

Nature of Injury Reported at Time of Accident

---

Insurance Company

---

Name

---

Name

---

Address

---

Address

---

Address

---

City State Zip

---

City State Zip

---

City State Zip

---

Phone Number

---

Home Phone Work Phone

---

Home Phone Work Phone

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Nature of Injury Reported at Time of Accident