

## Hope Academy School Vehicle Policy

### Policy overview:

This Hope Academy policy gives employees guidelines for using a school vehicle. A “school vehicle” is any Hope Academy owned vehicle, presently the Hope Academy School Bus or the Hope Academy owned. This policy applies to all employees who use a school vehicle, and applies during working hours.

### Qualifying for driving a school vehicle:

To be eligible to drive the Hope Academy School Bus, employees must complete a Department of Transportation (DOT) physical and must have a current DOT license on file with the school. Employees are only allowed to drive the Hope Academy School Bus if they have a valid driver’s license and a clean driving record free of DUIs for 8 years.

To be eligible to drive the Hope Academy owned van, employees must give Hope Academy a copy of their current driver’s license. Employees are only allowed to drive the Hope Academy owned van if they have a copy of their valid driver’s license on file at Hope Academy and have a clean driving record free of DUIs for 8 years.

Hope Academy will, at least annually, perform a vehicle records check on all individuals who will be driving school vehicles. In addition to DUI’s, certain violations including, but not limited to, moving violations will result in the suspension of the privilege of driving school vehicles.

### School vehicles for employees with disabilities:

Hope Academy will make reasonable accommodations to facilitate school vehicle use for eligible employees with disabilities.

### School vehicle rules:

- Obey traffic laws in your jurisdiction and be courteous toward other drivers.
- Monitor gas, tire pressure, and all fluid levels, completing the driver’s log.
- Report any damage or problems to your assigned vehicle immediately.
- Report changes to your driver privileges, such as driver’s license suspension, immediately.
- Always lock school vehicles.
- Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
- Do not smoke in any school vehicle.
- Do not hold a phone or text while driving. Do not eat while driving.
- Do not allow unauthorized drivers to use a school vehicle unless required by an emergency.

- COVID specific driving protocols: All drivers and passengers must wear a mask while in the vehicle. All school vehicles must be filled to no greater than 50% capacity (Driver plus 4 students for the van and Driver plus 7 students for the school bus).

Employees who violate school vehicle rules are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination and legal action.

**Accidents:**

- Contact the Hope Academy HR department immediately. They will contact the insurance provider.
- Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.
- Do not guarantee payment or accept responsibility without school authorization.

**Hope Academy responsibilities:**

- Ensuring vehicles are safe before assigning them.
- Scheduling regular maintenance.
- Providing vehicle insurance.
- Retiring and replacing vehicles as needed.
- Maintaining annual vehicle inspections as required, as well as routine vehicle inspections as needed.
- Hope Academy will, at least annually, perform a vehicle records check on all individuals who will be driving school vehicles for moving violations, DUIs, etc.
- Providing and maintaining a vehicle log book for all Hope Academy owned vehicles.

**What Hope Academy is not responsible for:**

- Paying fines employees receive while driving school vehicles.
- Making bail for employees who are arrested while driving school vehicles.

I understand the above policy and I agree to abide by all rules within the policy.

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Printed First and Last Name

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Signature

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Date