



Book	Policy Manual
Section	700 Property
Title	Use of School Vehicles by Staff
Code	712
Status	First Reading
Adopted	February 28, 2008
Last Revised	July 7, 2025

Purpose

The purpose of this policy is to set forth conditions for use of school vehicles by staff.

Authority

The Operating Committee has the authority to adopt rules and regulations governing staff and use of vehicles.[\[1\]](#)

Delegation of Responsibility

School-owned vehicles may be used by staff for school business when such use is authorized by the Director or designee.

Guidelines

The following guidelines shall govern the use of school-owned vehicles:

1. The vehicle shall be signed in and out through the appropriate office.
2. The itinerary for the vehicle's use shall be on file in the appropriate office.
3. Mileage as shown at the beginning and end of each use shall be recorded on a form provided by the appropriate office.
4. Prior to trip departure, vehicle users are responsible for visual inspection of the vehicle to determine whether any irregularities exist. Any irregularities which interfere with the safe operation of the vehicle must be corrected prior to use. In addition, vehicle users shall check for, and report to their immediate supervisor, any damages or irregularities occurring during use.
5. The vehicle shall be left in a clean condition inside when it is returned.
6. Vehicles shall not be taken to an employee's home or used in any manner for personal convenience or personal business of the driver or of any person, including students, without prior approval by the Director or designee. Unless prior approval has been granted, vehicles shall be returned to a designated location on school property immediately following approved use.
7. The maximum number of passengers permitted to be transported must comply with state law.
8. Any accident involving a vehicle, no matter how slight, shall be reported verbally to the immediate supervisor, Facilities Manager and Business Manager as soon as feasible. All relevant facts pertaining to the accident shall be reported in writing within two (2) working days of the trip's completion.
9. All relevant facts pertaining to a citation for violation of state motor vehicle laws, while operating a school-owned vehicle, shall be reported in writing to the immediate supervisor within two (2) working days of the trip's completion.
10. All school employees who shall operate a school vehicle as part of their employment shall authorize the school to annually collect a Pennsylvania Department of Transportation Driver Motor Vehicle Record (MVR).

This policy shall not apply to use of school-owned vehicles by duly licensed bus drivers, other transportation personnel who are assigned or required to provide scheduled transportation to students as their principal duty.

Any school employee may operate a school vehicle as long as the employee meets all requirements:

1. The employee must have a current and valid Pennsylvania operator's license. The school will obtain a Driver Motor Vehicle Record (MVR) for all drivers. The MVR will be examined to ensure that the operator's license is current, valid and that the driving record is acceptable. The employee must complete Driver Safety Training once every 3 years as coordinated by the Administrative Services and Human Resources Coordinator.
2. Employees with a Type A violation within the last three (3) years are not permitted to drive school vehicles or to transport school students under any circumstances.
 - a. Type A violations are those that are assigned the most points as determined by the state point system. Examples include, but are not limited to:
 - i. Driving while intoxicated.
 - ii. Driving under the influence of drugs.
 - iii. Negligent homicide arising out of the use of a motor vehicle.

iv. Operating a vehicle during a period of suspension or revocation.

v. Using a motor vehicle for the commission of a felony.

vi. Aggravated assault with a motor vehicle.

vii. Operating a motor vehicle without an owner's consent.

viii. Permitting an unlicensed person to drive.

ix. Reckless driving.

x. Participating in a motor vehicle speed contest.

xi. Hit and run (bodily injury or property damage).

xii. Failure to stop for a school bus with flashing red lights.

xiii. Failure to comply with a crossing gate or barrier.

xiv. Moving violation over thirty (30) points.

xv. Failure to notify the school of changes in the driving record during the year.

3. Employees with three (3) or more Type B violations in the last twelve (12) months are not permitted to drive school vehicles or transport school students under any circumstances.

a. Type B violations include any other moving violation that is not considered a Type A violation.

4. Only employees and other pre-approved volunteers with the required child abuse clearance certificate, criminal history clearance certificate, copy of Pennsylvania Driver's License and a signed release for Driver Motor Vehicle Check on file may transport school students.

School vehicle use is restricted solely to school-related activities. Personal use is prohibited under all circumstances.

The Facilities Manager will control the scheduling of all vehicles. The school employee signing out the vehicle is responsible for the safe and lawful operation of the vehicle and will ensure that no damage occurs to the vehicle as the result of abuse or negligence.

The school vehicle must be returned to its appropriate location. All doors and windows are to be locked whenever the vehicle is left unattended, including when it is returned. Permission to keep a maintenance vehicle overnight must be secured from the Facilities Manager.

The Facilities Manager shall be responsible for the maintenance of all school-owned vehicles.

Safety

School employees and other pre-approved volunteers are the only authorized drivers when transporting students in a school-owned vehicle. Students are not authorized to operate school-owned vehicles. Adult chaperones shall be permitted to operate school vehicles only when there are not enough school employees for a particular function.

All passengers and drivers must wear seat belts at all times while in the vehicle, if provided. Child safety seats shall be used as required by law.

The driver shall abide by all motor vehicle code laws, regulations and guidelines regarding highway safety.

In the event of an accident, the following steps should be taken:

1. Secure immediate medical attention for injured passengers.

2. Report accident to municipal or state police.

3. Get names and addresses of all witnesses and injured persons, license number of the other vehicle(s), names and addresses of driver(s), passenger(s) and owner(s), and insurance carrier information. Note time and place of the accident and the road conditions.

4. Report the accident immediately to the immediate supervisor, Facilities Manager and Business Manager.

Use of Personal Vehicles

The use of personal vehicles by school employees or volunteers to transport students to or from school-sponsored events is prohibited, unless the following conditions are met:

1. Prior approval of a school building principal is secured by telephone or in writing.

2. Prior approval by the parent/guardian or emergency contact person is secured in writing (when time permits) or verbally (when written permission is unable to be secured due to exigent circumstances).

Legal

[1. 24 P.S. 510](#)

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