

4060 Teachwell Vehicle Use

Teachwell Vehicle Use. Teachwell vehicles may not be used for personal purposes unless the vehicle, or the use of it, is provided to an employee as a condition of an employment contract or it is leased to Teachwell personnel as allowed by law. Teachwell personnel must operate Teachwell vehicles in accordance with all applicable federal, state, and local laws. For the purposes of this policy, the term “Teachwell vehicles” will include those vehicles owned by McCrossan Ranch when operated by Teachwell employees.

Driver Qualifications. Teachwell personnel who wish to use a vehicle owned or leased by Teachwell must:

- Possess and provide a copy of a valid Motor Vehicle operator's license.
- Be able to read and comprehend driving regulations and written test questions.

Teachwell personnel who have been convicted of any of the following or who meet any of the following conditions will not be allowed to drive a Teachwell vehicle:

- If the citation or conviction occurred at any time—Motor vehicle homicide or driving under the influence – 3rd or subsequent offense;
- If the citation or conviction occurred within the last year. Driving under the influence of drugs or alcohol, failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit, reckless driving (willful or otherwise), careless driving, leaving the scene of an accident, failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving; or
- Have accumulated 15 points or more under an operator’s license point system within the last 2 years.

Teachwell personnel must notify the director or his or her designee about any change in their driving status or eligibility.

The director or his or her designee has the discretion to prohibit driving by Teachwell personnel upon a citation or arrest for the above offenses or any other offense or reason. The director or his or her designee will make the final determination about the use of Teachwell vehicles.

Electronic Communication While Driving. Unless the director or a principal grants an exception to allow verbal communication on an as needed basis for specific Teachwell-related work based upon an employee’s duties and responsibilities, Teachwell personnel shall not use any electronic communication device to read a written communication, manually type a

written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a Teachwell vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, text messages or other visual media.

Tobacco, Alcohol, and Controlled Substances. The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a Teachwell vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to Teachwell personnel by a physician) is not permitted in a Teachwell vehicle at any time. All drivers shall follow and be subject to Drug Free Workplace Policy and Drug Policy Regarding Drivers Policy.

Traffic Accidents, Infractions, Violations, or Citations. Teachwell personnel who receive a citation or warning citation from a law enforcement officer or are involved in an accident while operating an Teachwell vehicle must report the citation to the director or his or her designee as soon as practicable, but no later than 24 hours of receipt. The director must report his or her accidents, infractions, violations, or citations to the board president.

Student Transportation in Private Vehicles. No employee may transport a student in their private vehicle unless as provided in this policy.

- An employee must have prior permission of the Director or designee prior to transporting students in a private vehicle.
- The owner and/or driver of the vehicle must be covered at least up to the statutory minimum for liability and property damage, uninsured motorist and medical insurance and have a valid driver's license. Proof of this must be filed in advance with the business office.
- Teachwell specifically forbids any employee to transport a student or students in contradiction of this policy unless an emergency situation exists where a student's health or safety is at risk.

Adopted on: 8/15/2023

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Reviewed on: