

# SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: VOLUNTEER DRIVER  
QUALIFICATIONS AND  
RECORDS

ADOPTED: February 25, 2013

REVISED:

<p>1. Purpose</p> <p>2. Definitions</p> <p>3. Guidelines</p>	<p style="text-align: center;"><b>916.1 VOLUNTEER DRIVER QUALIFICATIONS AND RECORDS</b></p> <p>It is the policy of the District that no District volunteer shall be permitted to operate a School Vehicle or transport students in a School Vehicle or Personal Vehicle in the course of his/her service to the school district unless s/he has a current and valid driver's license, is age 21 or older, and has a satisfactory driving history record, and parental permission is received for such transportation. Proof of appropriate insurance coverage will be required when Personal Vehicles are used to transport students.</p> <p><b>Volunteer</b> shall mean any person who serves the Southern Lehigh School District without pay, including volunteer coaches and unpaid advisors.</p> <p><b>School Vehicle</b> shall mean any vehicle owned, rented or leased by the District.</p> <p><b>Personal Vehicle</b> shall mean any vehicle owned, rented, leased or borrowed for use by the volunteer.</p> <p><b>MVR</b>- Motor Vehicle driving Record</p> <p><u>Using a Personal Vehicle for Student Transport</u></p> <p>Any District Field Trip Volunteer or Independent Volunteer may be permitted to operate a School Vehicle as long as they meet all of the following requirements:</p> <ol style="list-style-type: none"> <li>1. The volunteer must have a copy of a current and valid driver's license on file in the Human Resources office, along with a signed release to obtain a MVR (Motor Vehicle Record) from the Pennsylvania Department of Motor Vehicles.</li> </ol> <p>The District will obtain a Driver Motor Vehicle Record (MVR) annually for all such volunteer drivers. The MVR will be examined before driving permission is granted to ensure that the operator's license is current and valid and that the recent driving record is acceptable to the District. Submission of proof of valid insurance coverage to the District is necessary to use a Personal Vehicle to transport students.</p>
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	<p>2. Volunteers with a Type A violation within three (3) years of the intended use of a School Vehicle pursuant to this policy are not permitted to drive School Vehicles or to use Personal Vehicles to transport district students under any circumstances.</p> <p><u>Type A</u> violations are those that are assigned the most points as determined by the Pennsylvania Motor Vehicle Code point system. Examples include, but are not limited to:</p> <ul style="list-style-type: none"><li>a. Driving while intoxicated.</li><li>b. Driving under the influence of drugs.</li><li>c. Negligent homicide arising out of the use of a motor vehicle.</li><li>d. Operating a vehicle during a period of suspension or revocation.</li><li>e. Using a motor vehicle for the commission of a felony.</li><li>f. Aggravated assault with a motor vehicle.</li><li>g. Operating a motor vehicle without an owner's consent.</li><li>h. Permitting an unlicensed person to drive.</li><li>i. Careless driving.</li><li>j. Participating in a motor vehicle speed contest.</li><li>k. Hit and run (bodily injury or property damage).</li><li>l. Failure to stop for a school bus with flashing red lights.</li><li>m. Failure to comply with a crossing gate or barrier.</li><li>n. Moving violation over twenty-five (25) MPH above the posted speed limit.</li><li>o. Failure to notify the district of changes in the driving record during the year.</li><li>p. Any single moving violation of four (4) or more points.</li><li>q. Accumulation of moving violations totaling more than six (6) points.</li></ul> <p>3. Volunteers with three (3) or more Type B violations in the last twelve (12) months are not permitted to drive School Vehicles or use Personal Vehicles to transport district students under any circumstances.</p> <p><u>Type B</u> violations include any other moving violation as determined by the Pennsylvania Motor Vehicle Code that is not considered a Type A violation.</p> <p>Volunteers who drive School or use Personal Vehicles to transport students are required to notify the Human Resources Administrator of any Type A violation that occurs following approval to drive.</p>
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	<p>4. Only Field Trip or Independent Volunteers with a copy of a valid driver's license, valid auto insurance coverage (if using a Personal Vehicle to transport students) and a signed release for Driver Motor Vehicle Check on file in the Human Resources Office may transport district students. Students other than children of the driver must submit a signed release form to be transported by a volunteer.</p> <p>The District will obtain a Driver Motor Vehicle Record (MVR) annually for all such drivers before such transport assignment or permission is given. The MVR will be examined to ensure that the operator's license is current and valid and that the driving record is acceptable.</p> <p>5. The Coordinator of Athletic Services will be responsible for the scheduling and authorized driving of all School Vehicles (and Personal Vehicles for student transport) used by the District in relation to the transportation needs of athletic events.</p> <p>The Building Principal will be responsible for the scheduling and authorized driving of all School Vehicles (and Personal Vehicles for student transport) used in relation to non-sporting event activities and events.</p> <p>6. Safe Operation of School Vehicles</p> <p>The District volunteer using the School 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.</p> <p>The School Vehicle must be returned to its appropriate location each night. All doors and windows are to be locked whenever the vehicle is left unattended, including when it is returned for the night. Permission to keep a vehicle overnight must be secured from the Superintendent or designee.</p> <p>The maximum seating capacity for any School Vehicle or Personal Vehicle used shall not exceed the manufacturer's recommendations.</p> <p>The operator shall ensure that there is sufficient fuel to complete the round trip before leaving the district. In the event that the trip requires more than a full tank of fuel, the driver may purchase fuel as needed with personal funds and will be reimbursed via completion of a district Miscellaneous Expense form. Receipts must be turned in with this form.</p> <p>7. Safety</p> <p>School employees are the only authorized drivers when transporting students in a School Vehicle, except for volunteers as provided by this policy. Students are not authorized to operate district-owned vehicles.</p>
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<p>4. Delegation of Responsibility</p>	<p>As a general rule, all students must use district-provided transportation to and from district activities except as provided in this policy.</p> <p>All passengers and drivers must wear seat belts at all times while in a vehicle, if provided. Child safety seats shall be used as required by law.</p> <p>The driver shall abide by all motor vehicle code laws, regulations and guidelines regarding highway safety.</p> <p>All incidents or accidents must be reported to the appropriate administrator immediately.</p> <p>8. Use of Personal Vehicles</p> <p>The use of personal vehicles by District volunteers to transport students to or from district-sponsored events is prohibited, unless the following conditions are met:</p> <ul style="list-style-type: none"><li>a. Prior approval of a district building principal or the Coordinator of Athletic Services is secured by telephone or in writing.</li><li>b. Prior approval by the parent/guardian is secured in writing (when time permits) or verbally (when written permission is unable to be secured due to exigent circumstances).</li><li>c. The approved driver meets the guidelines in Sections 1 through 4 of this policy.</li></ul> <p>The Superintendent or designee shall be responsible for securing and examining the MVR of each potential volunteer driver. Records pertaining to this Policy shall be housed in the Human Resources Office.</p> <p>The Coordinator of Athletic Services or a designee shall be responsible for ensuring the compliance with this policy for all volunteer drivers involved with the driving of School Vehicles (or personal vehicles to transport students) for all sports activities.</p> <p>The appropriate building principal shall be responsible for ensuring the compliance with this policy for all volunteer drivers involved with the driving of School Vehicles (or personal vehicles to transport students) for District activities not covered above.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>
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