

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: OPERATIONS

TITLE: TRANSPORTATION
OF STUDENTS

ADOPTED: November 12, 2001

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">810. TRANSPORTATION OF STUDENTS</p> <p>These guidelines are to be followed in all instances of transporting students where MBIT is the provider of such transportation. This policy pertains to transportation of students for school-sponsored activities and approved field trips only. Transportation of students to and from MBIT by each of the sending districts is covered by the respective sending district policy.</p> <p><u>Use of School Vehicles</u></p> <p>The following guidelines shall govern the use of the school van(s) and vehicles:</p> <ol style="list-style-type: none"> 1. Any MBIT employee can operate school vehicles based on the following requirements. The employee must have a current and valid operator's license. The school will obtain Driver Motor Vehicle (MVR) records for all drivers. MVR will be examined to ensure that the operator's license is current, valid and that driving record is acceptable. Employees' with a type A violation within the last three years and/or multiple (3 or more) type B violations within past twelve months are not permitted to drive school vehicles or transport students under any circumstances. <p style="margin-left: 40px;">Type A violations are those that have the highest points as determined by the state point systems. Examples include but are not limited to driving while intoxicated (DUI) or under influence of drugs, operating vehicle during a period of suspension or revocation, hit and run, reckless driving, etc. Type B violations would be all other moving violations. The Business Manager will be responsible for review of MVR records. MVR records will be obtained upon hiring of new employees and annually thereafter for employees having used school vehicles in past twelve months.</p> 2. School vehicle use is restricted solely to MBIT related activities. Personal use is prohibited under all circumstances.
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3. Building and Grounds Supervisor will control scheduling all motor vehicles. The MBIT employee signing for the van is responsible for the safe operation within the law and will ensure that no damage results from abuse and/or negligence. All doors and windows will be locked at all times when the van is left unoccupied.
4. The school vehicle must be returned to the maintenance building each night. Permission to keep it at home overnight must be secured from the Building and Grounds Supervisor.
5. Since the van is not considered a school bus, the maximum capacity is set at seven (7) students and an adult driver; the capacity for other vehicles shall not exceed manufacturer's recommendations.
6. The operator shall ensure that there is sufficient fuel to complete the round trip before leaving MBIT.

The driver may purchase fuel and oil with personal funds and will be reimbursed via completion of an MBIT Expense Sheet reimbursement form as specified in the Staff Handbook.
7. The building and grounds supervisor shall be responsible for the scheduling of all school-owned vehicles and the maintenance of all such vehicles.

Use of Private Vehicles

An employee's private vehicle may be used to transport students when a private carrier or MBIT-owned vehicle is deemed inappropriate or unavailable. The following shall govern the use of private vehicles when transporting students:

1. The employee driver shall have a valid driver's license. The school shall obtain an up-to-date Motor Vehicle Record (MVR) annually for all employees who transport students. The MVR will be examined to ensure that the operator's license is current, valid and that driving record is acceptable. Employees whose MVR shows a type A violation within the last three years and/or multiple (3 or more) type B violations within the past twelve months will not be permitted to drive school vehicles or transport students under any circumstances.

Type A violations are those that have the highest points as determined by the state point systems. Examples include but are not limited to driving while intoxicated (DUI) or under the influence of drugs, operating a vehicle during a period of suspension or revocation, hit and run, reckless driving, etc. Type B violations would be all other moving violations. The Director or designee will be responsible for review of MVR records. MVR records will be obtained upon hiring of new employees and annually thereafter for employees having used school vehicles in past the twelve months.

An employee's privilege to transport students will be rescinded upon discovery of an unacceptable MVR.

2. The employee driver shall have a current vehicle registration form.
3. The employee driver shall have a current insurance policy stating the minimum limits of liability of at least \$300,000 combined single limit liability.
4. The employer driver shall have a current Pennsylvania Department of Motor Vehicle inspection sticker and functional seat belts for each passenger.

Safety

1. School employees are the only authorized drivers when transporting students in school-owned or private vehicles. Students and chaperones are not authorized to operate school vehicles or transport students. School employees who transport students are obligated to notify the Director of an arrest or change of a Type A violation that does not appear on the employee's MVR.
2. All passengers and drivers must wear seat belts at all times while in the vehicle.
3. The driver shall abide by all motor vehicle code laws, regulations and guidelines regarding highway safety.
4. In the event of an accident, the following steps should be taken:
 - a. Secure immediate medical attention for injured passengers.
 - b. Report accident to municipal or state police.
 - c. Get names and addresses of all witnesses and injured persons, license number of other car, names and addresses of driver, passengers and owner. Note time and place of accident.

<p>3. Delegation of Responsibility</p> <p>Title 22 Sec. 23, 171 SC 1361</p>	<p>d. Make no comment or statement regarding the accident to anyone at the scene of the accident except to a MBIT administrator, insurance agent for MBIT or the police, if necessary.</p> <p>e. Report the accident immediately to your immediate supervisor, buildings and grounds supervisor, and/or an administrator.</p> <p>f. Follow procedures as outlined in the Crisis Response Manual.</p> <p>5. Failure to abide by the above guidelines could result in suspension of vehicle use privileges and/or disciplinary action.</p> <p>The Director or a designee shall be responsible for ensuring the compliance with this policy.</p>
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