

SCHOOL DISTRICT OF WAUPACA

SERIES 700 SUPPORT SERVICES

CODE: 751.5

Operating District Owned Vehicles – Transportation Vans(s) and Equipment Truck

Authorization for Use

District of Waupaca employees shall operate District owned vehicles only when the employee:

- is authorized by their position and/or supervisor to act as the operator of a vehicle
- holds a valid Wisconsin operator's license for the specific class of vehicle requested. The District will verify license status by checking motor vehicle records.
- has demonstrated to the supervisor's satisfaction that they are qualified to operate the vehicle, and
- has completed the Transportation Van Request Form and the form has been approved by the appropriate supervisor (van requests only).

Out-of-State Trips

The School District may permit district owned vehicles to be used outside of Wisconsin. However, the Transportation Supervisor and Business Manager must each approve the trip request. Distance from Wisconsin shall be a consideration.

General – School Van

The use of the vans shall be controlled through the Transportation Office. All requests for use and conflicts will be resolved through that office.

The main function of these vehicles is the transportation of small groups of students. Requests for transportation involving students shall have priority over use for adult personnel only. The vans shall not be used for personal use.

Coaches transporting students to regularly scheduled athletic events need not complete a field trip request form, but shall schedule the van by completing a Van Request form. Van Request forms are found on the School District of Waupaca website under the forms tab.

Keys for the vans shall be kept in the Transportation office and may be picked up between 6:00am and 4:30pm.

Scheduling

All requests shall be forwarded to the Transportation Office. A calendar shall be maintained in that office indicating when the vans are available. Due to the expected heavy use of these vehicles, requests should be submitted as early as possible. Questions regarding availability shall be directed to the Transportation Supervisor.

Responsibilities of the Driver

Employees operating District vehicles shall:

- Operate such vehicles and equipment in a safe, responsible manner, and in compliance with State laws and regulations governing vehicle use.
- Refrain from eating or engaging in other activities which may distract from safely operating the vehicle or piece of equipment.
- Pull off to a safe area and stop before making or receiving a phone call using a handheld wireless communication device.
- Inspect the vehicle or equipment before operating to ensure the vehicle or equipment will function in a safe manner.
- Report all traffic citations and warnings (both moving and nonmoving violations) received while operating the vehicle or equipment to their building principal or Transportation Supervisor.
- Be personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic laws while operating the vehicle or equipment.
- Refrain from operating the vehicles or equipment when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle.

- The School District of Waupaca restricts the capacity of this type of van to **7 PERSONS** including the driver.
- All maintenance concerns are to be reported to the Transportation Supervisor.
- Additional instructions for drivers shall be provided to the driver on the back of the Van Transportation Request Form.

ADOPTED: 121013

REVISED:

REVIEWED:

LEGAL REFERENCE: Wisconsin State Statutes 121.555

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.