
AURORA PUBLIC SCHOOLS
Adopted May 1993
Revised October 2002
Reviewed September 2007
Revised July 2017
Revised January 2021

APS Code: EEBA

ALL DISTRICT-OWNED VEHICLES

It is the policy of the Aurora Public Schools that all employees who are required to drive district vehicles, including small transportation vehicles and maintenance and operation vehicles, shall maintain a valid Colorado driver's license applicable to the vehicles necessary to be operated and shall have good driving records. In addition to the standards set forth in this policy and the accompanying regulation, specific additional licensing and other requirements may be imposed by district departments or divisions or other outside government agencies.

Vehicle class and description covered under this policy:

- District owned vehicles used and maintained as part of a specific job description
- Small transportation vehicles are considered vehicles that do not require a commercial driver's license (CDL) which are used for school trips and other District business
- Maintenance and Operations vehicles are vehicles used for maintaining the District properties and assets

LEGAL REFS.: C.R.S. 42-4-236
C.R.S. 42-2-123

CROSS REFS.: EEAEA, Bus Driver Requirements, Training and Responsibilities

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DRIVER RESPONSIBILITIES

A. Licensing, Insurance and Driving Records

All drivers approved to operate vehicles are required to hold a valid driver's license applicable to the vehicle to be operated and must have a driving record that satisfies the requirements of the APS Code EEBA-1-R and verified by the Risk Management department.

All employees must have a minimum of 3 years of driving experience within the most recent 7 years, with at least a Class R license. In addition, such employees shall have good driving records as outlined in this regulation and meet any other standards set forth in this regulation. "Employees required to drive District vehicles as part of their job" will be so informed by the job posting, the job description or by written notice from a supervisor. Specific licensing and other requirements may be imposed by District departments, divisions or outside government agencies.

Employees who are required to drive District vehicles as part of their job are hereby placed on notice that if they violate traffic laws, *both while on duty and during nonworking time*, the traffic violations may result in the loss of their job or other discipline. Employees who are approved, but not required, to drive District vehicles may lose their ability to do so.

The motor vehicle driving record (MVR) of employees assigned to operate District vehicles will be reviewed at the discretion of the District. As a condition of employment and the ability to drive District vehicles with Aurora Public Schools, employees will authorize said MVR checks, and shall provide any requested paperwork for the MVR. After review of the MVR, Risk Management will make a determination if the employee meets the District's requirements and provide such notification to the supervisor.

B. Reporting Violations

Citations (prior to a conviction or a plea)

All employees who are approved to drive District vehicles are required to report any citations which carry a point penalty against their driver's license to their immediate supervisor (or that person's supervisor if the immediate supervisor is absent) Employees will complete the traffic violation form to report violations (see EEBA-1E, notification of traffic violation) and send to Risk Management.

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If the citation is issued for driving during the duty day (including breaks and lunch hour), the report shall be made immediately. (A citation is commonly called a ticket; one need not be convicted or plead guilty in order to trigger the duty to report.) After review of the form, the supervisor will forward it to the Risk Management Department.

If the citation is received as a result of driving outside the duty day, the report shall be made within 2 business days of receiving the citation.

In the event of the suspension or revocation of any employee's license or of an employee accumulating a total of 7 points within a 36-month period immediately before the most recent violation, the employee must notify her/his immediate supervisor within 24 hours of the time of learning of the fact, so that the supervisor may make any necessary arrangements.

If the employee is assessed 5 points against their driver's license in 36 months, he/she will be put on a written letter of warning by his/her supervisor and/or Risk Management. All cases of suspension, revocation, or accumulation of 7 points assessed against their driver's license, will result in loss of District driving privileges. The amount of violations may result in the employee's removal from their regular job duties or loss of driving District vehicles privileges, depending on the essential functions of their job as outlined in the employee's job description. Failure to give notice as outlined here will be grounds for discipline, up to and including termination.

C. Discipline for Driving-Related Offenses

For employees who drive District vehicles as part of their job, the following will result in a recommendation for termination or loss of driving District vehicles privileges, depending on the essential functions of their job as outlined in the employee's job description:

1. Revocation of driver's license;
2. Suspension of driver's license; or
3. Seven points assessed against their driver's license during the prior 36 months;

For employees who drive District vehicles where it is not a requirement of their job, the following will result in a recommendation of loss of driving District vehicles privileges.

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1. Revocation of driver's license;
2. Suspension of driver's license; or
3. Seven points assessed against their driver's license during the prior 36 months;

For all employee drivers, discipline may also result because a violation of a traffic law or manner of operation of a vehicle reflects adversely on the employee's ability to perform his/her job or would undermine the public's confidence in that ability. In addition, discipline may be imposed for other driving-related misconduct that does not result in a traffic ticket. Employees who drive District vehicles must maintain such physical and mental capabilities that, with reasonable accommodation, they do not pose a direct threat to the health or safety of themselves or others in the performance of their job duties.

The District, through the department of risk management, will perform routine motor vehicle record checks on all known employees driving District vehicles.

D. Guidelines for Operation and Management of All District Vehicles

1. Drivers of small transportation vehicles shall be responsible for the safety of the students and other passengers in their vehicles, both during the ride and while students are entering or leaving the vehicle.
2. Drivers of Maintenance and Operation vehicles shall be responsible for the safety of the passengers in their vehicles, both during the ride and while passengers are entering or leaving the vehicle.
3. Use of seat belts: The use of seat belts in District-owned vehicles is mandatory for all personnel (driver and passengers) using vehicles that are equipped with seat belts, with the exception of off-road vehicles and school buses not yet equipped with seat belts. Drivers of all District-owned vehicles, except school buses not yet equipped, shall be responsible for ensuring that all passengers use seat belts. The driver shall not begin to move the vehicle until the driver and all passengers have secured their seat belts.
4. Use of cell phones and/or electronic devices: Employees will not use cell phones or

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- other electronic communication devices while operating any District school bus. Cell phone and/or electronic communication devices may be used in other District owned vehicles if it is operated using a hands-free device and is approved, in advance, by the department director. This is applicable to all cell phones and other electronic communication devices whether District or employee-owned.
5. Smoking and tobacco products: The use of tobacco products of any kind, including any type of electronic device in which tobacco is an ingredient, is prohibited while operating District-owned vehicles.
 6. Vehicles will be marked with the District logo and District decals.
 7. Vehicles will be parked evenings and weekends at the transportation terminal unless they are in service or other arrangements have been approved by the transportation department. When not occupied, they will be locked and secured.
 8. Keys for Maintenance and Operation vehicles will be checked out and checked back in per the Maintenance and Operations protocols. Keys for small district vehicles and busses, will be checked out and checked back in with the transportation department dispatch.
 9. The driver, under guidelines in operation for all transportation vehicles, will fuel the vehicle.
 10. At no time should laptops or any electronic devices be left in the vehicle unattended.
 11. Vehicle cleanliness, both interior and exterior, is the responsibility of the operator and should reflect a professional image. Trash and unnecessary items should be removed from the vehicle daily. Regular items stored in the vehicle should be secured as much as possible with the vehicle locked. This does not include laptops or electronic devices.
 12. Operators of a multi-function school activity bus or other small transportation vehicle managed by the Transportation Department must complete the Aurora Public Schools transportation department training before operating the vehicle. Training includes pre-and post-trip inspection and operation procedure training.

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13. Vehicle operators of a multi-function school activity bus or other small transportation vehicle managed by the Transportation Department will be expected to perform the following as directed: daily pre-trip inspection; bus/vehicle evacuation; maintenance of proper paperwork; daily post-trip cleaning and inspection; and accident procedures.
14. Report all incidents/accidents involving District property immediately, regardless of damage. Failure to do so may result in disciplinary action.

E. Unauthorized Use of Vehicles

Drivers are not to allow non-authorized drivers to operate District vehicles. At no time shall a vehicle be operated for personal use.

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SMALL TRANSPORTATION VEHICLES

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VEHICLE GUIDELINES

A. Small Transportation Vehicles

This regulation shall govern the use of “small transportation vehicles.” Such vehicles are those which do not require a commercial driver’s license, whose use is administered by the District transportation department, and which are used for school trips and other District business.

B. Guidelines for Operation and Management of Small Transportation Vehicles

1. Drivers of small transportation vehicles shall be responsible for the safety of the students and other passengers in their vehicles, both during the ride and while students are entering or leaving the vehicle.
2. Use of seat belts: The use of seat belts in District-owned vehicles is mandatory for all personnel using vehicles that are equipped with seat belts with the exception of off-road vehicles and school buses. Drivers of all District-owned vehicles, except school buses, shall be responsible for ensuring that all passengers use seat belts. The driver shall not begin to move the vehicle until the driver and all passengers have secured their seat belts.
3. Use of cell phones and/or electronic devices: Employees will not use cell phones or other electronic communication devices while operating a District school bus. Cell phone and/or electronic communication devices may be used in other District owned vehicles if it is operated using a hands-free device and is approved by the department director. This is applicable to all cell phones and other electronic communication devices whether District or employee-owned.
4. Smoking and tobacco products: The use of tobacco products, including any type of electronic device in which tobacco is an ingredient, is prohibited while operating District-owned vehicles.
5. Vehicles will be marked with the District logo and District decals.

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SMALL TRANSPORTATION VEHICLES

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6. Vehicles will be parked evenings and weekends at the transportation terminal unless they are in service or other arrangements have been approved by the transportation department. When not occupied, they will be locked and secured.
7. Keys will be checked out and checked back in with transportation department dispatch.
8. The driver, under guidelines in operation for all transportation vehicles, will fuel the vehicle.
9. Operators of a multi-function school activity bus or other small transportation vehicle managed by the Transportation Department must complete the Aurora Public Schools transportation department training before operating the vehicle. Training includes pre- and post-trip inspection and operation procedure training.
10. Vehicle operators of a multi-function school activity bus or other small transportation vehicle managed by the Transportation Department will be expected to perform the following as directed: daily pre-trip inspection; bus/vehicle evacuation; maintenance of proper paperwork; daily post-trip cleaning and inspection; and accident procedures.
11. Vehicle cleanliness, both interior and exterior, is the responsibility of the operator and should reflect a professional image. Trash and unnecessary items should be removed from the vehicle daily. Regular items stored in the vehicle should be secured as much as possible.

C. Unauthorized Use of Vehicles

Drivers are not to allow non-authorized drivers to operate District vehicles. At no time shall a vehicle be operated for personal use.

- D. All drivers approved to operate small transportation vehicles are required to hold a valid driver's license applicable to the vehicle to be operated and must have a driving record that satisfies the requirements of the APS Code EEBA-1-R and verified by the Risk Management**

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department.

- E. All District employees are required to immediately make a report if, while driving a District-owned vehicle, they are either (a) involved in an accident (meaning an incident involving any damage to property or injury to a person, no matter how slight), or (b) receive a traffic citation for a moving violation. (A citation is commonly called a ticket – one need not be convicted or plead guilty in order to trigger the duty to report.)

If the incident occurs during work hours, the report is to be made to their immediate supervisor. In addition, if the vehicle was obtained from the transportation department, a report shall be made to transportation dispatch. If the incident occurs outside working hours, a report shall be made to the security department. Security shall notify the appropriate parties within a time that is reasonable under the circumstances.

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Maintenance and Operations Vehicles

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Vehicle Guidelines

- A. Guidelines for Operation and Management of Maintenance and Operations Vehicles
1. Drivers of Maintenance and Operations vehicles shall be responsible for the safety of the passengers in their vehicles, both during the ride and while passengers are entering or leaving the vehicle.
 2. Use of seat belts: The use of seat belts in District-owned vehicles is mandatory for all personnel using vehicles that are equipped with seat belts with the exception of off-road vehicles and school buses. Drivers of all District-owned vehicles, except school buses, shall be responsible for ensuring that all passengers use seat belts. The driver shall not begin to move the vehicle until the driver and all passengers have secured their seat belts.
 3. Use of cell phones and/or electronic communication devices: Employees will not use cell phones or other electronic communication devices while operating a District school bus. Cell phone and/or electronic communication devices may be used in other District-owned vehicles if it is operated using a hands-free device. This is applicable to all cell phones and/or electronic communication devices whether District or employee-owned.
 4. Smoking and tobacco products: The use of tobacco products, including any type of electronic device in which tobacco is an ingredient, is prohibited while operating District-owned vehicles.
 5. Vehicles will be marked with the District logo and District decals.
 6. Vehicles will be parked evenings and weekends at the Maintenance and Operations vehicle lot unless they are in service or other arrangements have been approved by the Maintenance and Operations department director. When not occupied, they will be locked and secured.
 7. Keys will be checked out and checked back in as per Maintenance and Operations

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Maintenance and Operations Vehicles

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protocols.

8. The driver, under guidelines in operation for all transportation vehicles, will fuel the vehicle.

9. Vehicles cleanliness, both interior and exterior, is the responsibility of the operator and should reflect a professional image. Trash and unnecessary items should be removed from the vehicle daily. Regular items stored in the vehicle should be secured as much as possible.

B. Unauthorized Use of Vehicles

Drivers are not to allow non-authorized drivers to operate District vehicles. At no time shall a vehicle be operated for personal use.

C. All drivers approved to operate Maintenance and Operations vehicles (but who are not required to drive District vehicles as part of their job) are required to hold a valid driver's license applicable to the vehicles to be operated and must have a driving record that satisfied the requirements of the APS Code EEBA-1-R and verified by the Risk Management Department.

D. All District employees are required to immediately make a report if, while driving a District-owned vehicle, they are either (a) involved in an accident (meaning an incident involving any damage to property or injury to a person, no matter how slight), or (b) receive a traffic citation for a moving violation. (A citation is commonly called a ticket – one need not be convicted or plead guilty in order to trigger the duty to report.)

If the incident occurs during work hours, the report is to be made to their immediate supervisor. In addition, if the vehicle was obtained from the transportation department, a report shall be made to transportation dispatch. If the incident occurs outside working hours, a report shall be made to the security department. Security shall notify the appropriate parties within a time that is reasonable under the circumstances.

AURORA PUBLIC SCHOOLS
August 1993
Revised October 2002
Reviewed October 2007

APS Code: EEBA-1-E

NOTIFICATION OF TRAFFIC VIOLATION

The following information is provided by the below named driver to comply with the requirements of District policy EEBA.

Driver's Full Name: _____

Driver's Address: _____

_____ () _____
City State Zip Phone Number

Driver's License No.: _____ State: _____

Date of Alleged Violation: _____ Citation No.: _____

Vehicle Operated (check one):

Personal District Vehicle License No. _____

Other (describe): _____

Location of Offense: City/Town/County: _____ State: _____

Nature of Violation: _____

Disposition of Case (pending, bail, forfeiture, conviction with fine and/or loss of license, unconditional discharge, etc.):

Date of Conviction, guilty plea or plea of nolo contendere (if that has occurred as of the date of report):

Driver's Signature: _____ Date: _____

AURORA PUBLIC SCHOOLS
Issued August 1992
Revised October 2002
Reviewed October 2007
Revised October 2013
Revised July 2017
Revised January 2021

APS Code: EEBA-2-E

PERMISSION FOR RELEASE OF INDIVIDUAL RECORDS
Yearly Permission to Release Driver
Records to Self or Another Person

****This form expires June 30th of current school year and must be submitted annually****

<u>I, (Please Print) Last Name</u>		<u>First Name</u>	
<i>Hereby authorize the release of personal information contained in records maintained by the Colorado Department of Revenue, Division of Motor Vehicles, to:</i>			
<u>Authorized User</u> Aurora Public Schools		<u>Department</u> Risk Management	
Pursuant to Driver's Privacy Protection Act (18 USC 2721) and Colorado Law (§24-72-204 (7)(b)(XIII), C.R.S.)			
<u>Driver's Date of Birth:</u>		<u>Driver's License Number:</u>	
<u>Signature:</u>		<u>Date:</u>	
Person Receiving Record			
<u>Release Records to: Last Name:</u> Aurora Public Schools		<u>First Name:</u> Risk Management Office	
<u>Mailing Address:</u> 15701 E. 1st Ave., Suite 106			
<u>City:</u> Aurora	<u>State:</u> CO	<u>Zip Code:</u> 80011	
<i>Under penalty of perjury, I attest that I shall not obtain, resell, transfer or use the information in any manner prohibited by law. I understand that motor vehicle or driver records that are obtained, resold or transferred for purposes prohibited by law may subject me to civil penalties under federal and state law. All of the information provided is true and accurate to the best of my knowledge.</i>			
<u>Signature of Requestor:</u>		<u>Date:</u>	