



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Staff Member Vehicle Operations
Policy Number:	EEBA-TCA
Original Date:	10/01/2019
Last Reviewed:	10/11/2023
Category:	Support Services
Cabinet Level Owner:	Director of Operations

## INTRODUCTION

The purpose of this policy is to provide guidance and direction to TCA staff who, by their job description or through associated duties, operate TCA-owned, TCA-rented, or TCA-leased vehicles. As a condition of employment, the motor vehicle record (MVR) of these individuals will be checked upon hire and annually thereafter. Certain offenses (e.g., DUI, careless/reckless driving, leaving the scene of an accident, etc.) may affect driving privileges and, subsequently, continued employment.

TCA-owned vehicles include the activity buses/vans and all registered and licensed custodial and security vehicles; this policy does not apply to the operation of the skid steer, any ATV/UTV, or the scissor lift. For the purposes of this policy, when TCA vehicles are referenced, it will include TCA-owned, TCA-rented, and TCA-leased vehicles. This policy does not apply to parent/community volunteer drivers, as those procedures are covered in *EEA-TCA-E-2 Volunteer Drivers of Small Vehicles*. All drivers of TCA vehicles must abide by the Colorado minimum standards governing school transportation outlined in 1 CCR 301-25 Code of Colorado Regulations.

## Vehicles Use Guidelines

- Only TCA staff members may drive or operate TCA vehicles. Note: Contracted ASD20 security personnel are permitted to operate TCA’s security vehicle and are expected to comply with the school district’s policies and procedures regarding vehicle operations.
- TCA vehicles are to be used exclusively for TCA business and shall not be used at any time for the operator’s private/personal use or convenience or for any illegal or unauthorized purpose.
- Drivers are personally responsible for parking citations, traffic fines, court appearance and other personal judgments or penalties arising from their violation of traffic laws while operating a TCA vehicle.
- The use of seat belts (for vehicles so equipped) in TCA vehicles is mandatory. Drivers shall ensure all passengers use seat belts.
- Drivers will refrain from using cell phones or other electronic communication devices while operating a TCA vehicle, unless utilizing a hands-free device.
- The use of tobacco products, in any form, including any type of electronic device in which tobacco is an ingredient, is prohibited while operating TCA vehicles.
- Refrain from operating any TCA vehicle when under the influence of controlled substances, alcohol, medications, or mental or physical conditions which could impair one’s ability to properly operate the vehicle.
- Keys will be checked out and checked back in with the corresponding department according to their procedures; drivers are prohibited from duplicating vehicle keys.

- Drivers are responsible for the security of TCA vehicles. The engine must be shut off, keys removed, and doors locked whenever the vehicle is left unattended.
- TCA vehicles shall not be used for commuting to/from a staff member's workplace and residence.
- The driver will refuel the vehicle.
- The driver should inspect/pre-trip check vehicles, looking for any damage or safety issues which may impact the safe operation of the vehicle.
- Any damage to the body or tires, as well as mechanical damage or failure, as a result of wear and tear or vandalism, must be reported within 24 hours to the appropriate department.
- Staff members using TCA vehicles are not permitted to transport family, friends, non-TCA business associates or animals, except for recognized service animals. Occupants shall be limited to personnel employed by TCA, school volunteers, students, or TCA business-related individuals.
- Vehicle care, 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 after each use. No personal items are to be kept in TCA vehicles. Regular items stored in the vehicle should be secured as much as possible.
- All drivers will renew their TCA Vehicle Use Authorization Form annually. A copy of this form will be placed in the individual's personnel file in HR with the original residing in the individual's driving training record kept by TCA's School Safety Officer and Risk Manager.

### **Accident Procedures**

Any TCA staff members involved in an accident while operating a TCA vehicle that involves any damage to property or injury to a person, must report the accident to their supervisor and the School Safety Officer and Risk Manager.

It is the responsibility of the staff member (or their immediate supervisor) to complete a Vehicle Accident Report Form (included as an attachment to this policy and also kept within the glove box of each vehicle) within 24 hours of the accident. In the event the staff member is unable to complete the report, it is the responsibility of the immediate supervisor to provide whatever details they know of the accident.

All TCA vehicles have a current registration and insurance card located in the glove box. This information, along with the operator's driver's license will be presented to law enforcement officials at the scene of an accident.

When an accident involves another vehicle, obtain the following information:

- The name of any other drivers and vehicle owners (if different)
- Address and phone number
- Vehicle license plate number (take a picture of the license plate, if possible)
- Name of insurance company and policy number
- Vehicle year, make, model, and color

Do not discuss any aspect of TCA's insurance policy and do not assume blame for the accident. At no time will you agree to any type of liability or settlement. You are expected to cooperate with the investigating officer(s), answer questions factually, and avoid commentary. In some situations, the responding officer may ask if you want a citation issued to the other operator. Answer in the affirmative and explain this is TCA's preference.

If an insurance adjuster or any other representative from the other driver’s insurance company contacts the TCA driver for a statement (either written or recorded), refer that person to TCA’s Director of Finance. The Director of Finance will then coordinate with the TCA driver, their supervisor, and the School Safety Officer and Risk Manager to make a statement.

If a staff member is found to be under the influence of drugs or alcohol at the time of an accident, regardless of whether the staff member is at fault or not, they may be permanently prohibited from operating TCA vehicles and equipment, and/or subject to additional disciplinary action, up to and including termination of employment.

The staff member is personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic laws.

**Citations**

Staff members who receive a traffic ticket/citation while driving a TCA vehicle are required to report this to their immediate supervisor and the School Safety Officer and Risk Manager within 48 hours and complete the attached Notice of Traffic Violation Form. Depending on the severity of the citation or the issuance of multiple citations, driving privileges may be in jeopardy and continued employment could be at risk.

Failure to abide by all the requirements in this policy may be grounds to revoke a staff member’s ability to drive TCA vehicles.

**Legal References**

- 1 CCR 301-25 Colorado Minimum Standards Governing School Transportation Vehicles
- 1 CCR 301-26 Colorado Rules For The Operation, Maintenance And Inspection Of School Transportation Vehicles

**Cross References**

- EEA-TCA-E Student and Staff Transportation
- EEA-TCA-E-2 Volunteer Drivers of Small Vehicles
- EEA-TCA-F-1 Volunteer Drivers of Small Vehicles Form

**Attachments**

- Attachment 1: TCA Vehicle Use Agreement
- Attachment 2: Notice of Traffic Violation
- Attachment 3: Vehicle Accident Report Form

**Policy Revision History**

<b>Date</b>	<b>Revision Details</b>	<b>Revised By</b>
10/1/2019	Creation of policy.	Director of Operations
10/11/2023	Updated policy. Defined TCA vehicles, inserted reference that drivers need to abide by 1 CCR 301-25, and corrected the job title of the TCA School Safety Officer and Risk Manager.	Director of Operations

# **Attachment 1**

## **TCA Vehicle Use Agreement**

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Name: \_\_\_\_\_ School/Department: \_\_\_\_\_

Address: \_\_\_\_\_

Best Contact Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Authorized Vehicle(s): \_\_\_\_\_

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Within the scope of my employment with TCA, I have been given permission by the authorizing department administrator to operate TCA vehicles as part of my job responsibilities. I hereby agree to operate these vehicles subject to the rules and conditions set forth in *EEBA-TCA Staff Member Vehicle Operations*. I understand that my motor vehicle record (MVR) will be checked upon initial employment and annually thereafter. I also understand that adverse information on my MVR may affect my driving privileges and continued employment.

I acknowledge that TCA vehicles shall be used for the conduct of official school business and the use of such vehicles for personal purposes is prohibited, other than meal and break stops when taken in the course of school business as long as it does not materially increase the number of miles driven.

### **Accident Reporting**

If an accident occurs, pull off the road safely, check for injuries, and contact local emergency services such as 911 or the sheriff's department. When able, call your supervisor/administrator to report that you have been in an accident. Give the location of the accident and telephone number where you can be reached.

It is the responsibility of the staff member who is involved in an accident (or their immediate supervisor) to complete a Vehicle Accident Report Form found in the vehicle glove box or attached to this policy. Reports are to be completed and submitted to the department supervisor and the School Safety Officer and Risk Manager within 24 hours of the time of the accident.

### **Vehicle Maintenance**

Operation of TCA vehicles necessitates that drivers perform a pre-trip inspection of the vehicle, refuel the vehicle as needed, and report all vehicle issues to their supervisor and the School Safety Officer and Risk Manager.

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PLEASE ATTACH A LEGIBLE COPY OF CURRENT DRIVER'S LICENSE.

By signing below, you acknowledge you have been read the *EEBA-TCA Staff Member Vehicle Operations* policy and have had the opportunity to ask clarifying questions regarding the policy. Additionally, by signing this form, you agree to the terms and conditions set forth in the policy. Failure to comply with these terms and conditions may result in loss of driving privileges and disciplinary action, up to and including termination.

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Staff Member Signature

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Date

**Adopted:** 10/1/2019

**Updated:** 10/11/2023

# Attachment 2

## Notice of Traffic Violation

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

Driver's Full Name: \_\_\_\_\_

Driver's Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's Best Contact Phone: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Date of Alleged Violation: \_\_\_\_\_ Citation #: \_\_\_\_\_

Vehicle Operated (check one):

- Personal
- District / Vehicle Licensed #: \_\_\_\_\_
- Other (describe: \_\_\_\_\_)

Location of Offense: \_\_\_\_\_  
City County State

Nature of Violation: \_\_\_\_\_

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

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Date of Conviction: \_\_\_\_\_ (if that has occurred as of the date of report)

- Guilty Plea
- Plea of Nolo Contendere

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Staff Member Signature

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Date

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Supervisor Signature

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Date



**Did accident result in injuries** (indicate number of):

	In School Vehicle	While Loading	While Unloading	Other Vehicle
Fatality	26.	30.	34.	38.
Serious Injury (Incapacitating)	27.	31.	35.	39.
Moderate (Non-incapacitating injury)	28.	32.	36.	40.
Minor Injury (Needing treatment away from scene)	29.	33.	37.	41.

<b>School Vehicle Direction Analysis:</b>	Intersection	Non-intersection
a. Vehicle Going Straight	42.	48.
b. Vehicle Turning Right	43.	49.
c. Vehicle Turning Left	44.	50.
d. Vehicle Backing	45.	51.
e. Vehicle Stopped	46.	52.
f. Other Action _____ (Specify)	47.	53.

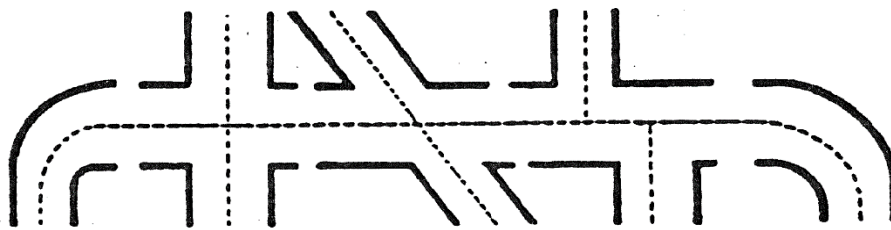
54. **Lanes in Roadway:**  
 a.  2 Lane  
 b.  4 Lane Divided  
 c.  4 Lane Undivided  
 d.  Other \_\_\_\_\_ (Specify)
55. **Type of Road Surface:**  
 a.  Paved  
 b.  Unpaved
56. **Condition of Road:**  
 a.  Dry                      d.  Icy  
 b.  Wet                        e.  Snow  
 c.  Muddy                      f.  Other \_\_\_\_\_ (Specify)
57. **Road Surface Defect:**  
 a.  Holes or Ruts  
 b.  Under Construction  
 c.  Other \_\_\_\_\_ (Specify)  
 d.  No Defect
58. **Light Condition:**  
 a.  Dawn                      c.  Dark  
 b.  Dusk                      d.  Daylight
59. **Weather Condition:**  
 a.  Clear                      e.  Fog  
 b.  Smog                      f.  Sleet/Hail  
 c.  Snow                      g.  Rain  
 d.  Dust                      h.  Other \_\_\_\_\_ (Specify)

**ACCIDENT DIAGRAM**

Complete the following diagram showing direction and positions of vehicles involved. (If this diagram will not serve for the accident in question, attach separate sheet with illustration.)

Use solid line to show direction before accident and broken line after accident: →  ---->  
 Indicate school vehicle as number 1: →→→ 1  and other vehicles as numbers 2, 3, etc.: →→→ 2

INDICATE BY ARROW DIRECTION OF NORTH



**ACCIDENT DESCRIPTION (Required)** (Attach separate sheet if necessary)(Please use complete sentences)

**SIGNATURES**

Person Completing Report \_\_\_\_\_

Reviewing Supervisor \_\_\_\_\_

SIGNATURE-Required

Date \_\_\_\_\_