

Business and Non-Instructional Operations

Equipment -County Office of Education-Owned Vehicles

Guidelines for Authorizing Drivers

1. All job announcements for positions which may require driving of a vehicle on official TCOE business will contain a statement that driving histories will be obtained from the State Department of Motor Vehicles and that a satisfactory driving history is a requirement for employment in such positions.
2. The following will be reviewed at the time of hire and then annually:
 - a. No more than two moving violations within the past 24 months.
 - b. No more than one accident within the past 24 months.
 - c. No driving under the influence of alcohol or drugs (DUI) violations are allowed within the past 4 years.
3. If a prospective employee is required to drive a vehicle as part of the job and fails one or more of the above criteria, employment consideration will be denied.
4. Prior to hiring, promotion, or transfer to a Tulare County Office of Education position which requires driving while on Office business, a printout of the employee's driving record will be obtained from the Department of Motor Vehicles.
5. Only authorized drivers may drive a Tulare County Office of Education (TCOE) vehicle.
6. Drivers will not operate vehicles if driver's license is invalid, suspended or revoked.

The failure of a driver to obey any applicable traffic laws, including state and local parking laws, while driving a TCOE vehicle may result in suspension or revocation of the driver's TCOE vehicle operator privileges. If such laws are violated, the driver is responsible for paying all penalties promptly. It is advisable to keep a receipt of paid parking tickets and/or parking citations. **All traffic citations or parking tickets received while on Tulare County Office of Education business shall be the personal responsibility of the individual that received them.**

Vehicle operators must exercise extreme caution, prudence and be courteous while operating a TCOE vehicle. Inappropriate conduct or illegal activities while operating a TCOE vehicle, or any other conduct which could reflect negatively on TCOE, will be subject to disciplinary action.

Authorized Use of TCOE Vehicles

TCOE vehicle operators have a responsibility to act in a professional manner at all times while operating a TCOE vehicle. If it is anticipated that a TCOE vehicle might be vulnerable to personal use, then it is strongly encouraged to use an alternate mode of transportation.

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Authorized Use of TCOE Vehicles, continued

Vehicle operators must exhibit high ethical and professional standards at all times while operating a TCOE vehicle. Guidelines for appropriate uses and behavior are as follows:

1. State law requires all drivers and passengers to utilize the seat belts provided at all times.
2. Travel is between the place where the TCOE vehicle is dispatched and the place where official TCOE business is performed.
3. When on official travel status, travel is between the place of TCOE business and temporary place of lodging.
4. Travel is for TCOE official business, and activities reasonably related to or supportive of official business.
5. Transport of other officers, employees, consultants or guests of the Tulare County Office of Education when they are on official TCOE business is allowed.
6. Travel between the place of dispatch or performance of TCOE business to driver's personal residence may be specifically authorized by TCOE.

Unauthorized Use of TCOE Vehicles

Any unauthorized use of TCOE vehicles will result in immediate disciplinary action. Such action may include suspension of all privileges to operate TCOE vehicles. Personal, unauthorized, unsafe, and illegal uses of TCOE vehicles are prohibited, including, but not limited to:

1. Any use for personal purposes.
2. Travel or tasks that are beyond the vehicle's rated capacity.
3. Transport of family, friends, pets, associates, or other persons who are not TCOE employees or serving the interests of the TCOE.
4. Transport of hitchhikers.
5. Transport of cargo that has no relation to the performance of TCOE business.
6. Transport of hazardous materials except by specific authorization or in an emergency situation.
7. Transport of any item or equipment projecting from the side, front, or rear of the vehicle in a way that constitutes an obstruction to safe driving, or a hazard to pedestrians or to other vehicles.
8. When on official TCOE business, you may not transport other employees who are not on official business from headquarters to restaurants, cafes, drugstores, or other places.
9. Extending the length of time the vehicle is in operator's possession beyond that which is required to complete the official purposes of the trip.
10. Operating a TCOE vehicle while under the influence of alcohol or drugs is prohibited.

Legal Reference: see next page

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Legal Reference:

EDUCATION CODE

35160 et seq. – Permissive code

VEHICLE CODE

12512 – Driver age limit

17001 – Public entity, liability

22351 – Speed limits

40000.11 – Misdemeanors

42001 – Public offenses

CALIFORNIA CODE OF REGULATIONS

Title 5 Section 17308

Policy adopted:
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Tulare County Board of Education
Visalia, CA