

## **OPERATION OF DISTRICT-OWNED SMALL VEHICLES**

1.0 The general administration and maintenance of District-owned passenger vehicles shall be the responsibility of the Transportation Department. A designated number of these vehicles are available for assignments other than to and from school transportation. Priority for the use of these vehicles and assignment of their location shall be approved by the Director of Transportation. A procedure for accounting of funds and maintenance of vehicles shall be established and implemented by the Director of Transportation.

2.0 District-owned passenger vehicles, as assigned, can be used to transport students on school-related trips within the state.

3.0 Operators of District-owned small vehicles are hereby deemed to work in safety-sensitive positions and shall be subject to Code: 4230 except random testing.

4.0 The vehicles assigned to schools can be driven only by an employee of the District who must (1) possess a valid Colorado driver's license (subject to checking with the Colorado Motor Vehicle Department for verification and substantiation of the driver's motor vehicle record); (2) supply proof of insurance; (3) obtain a Small Vehicle Permit (available from the District's Department of Transportation) which includes the prescribed guidelines for the driver's operation of a vehicle; and, (4) attend pre-service training as required by the Director of Transportation. Building administrators shall ensure that athletics and activities directors, and others who use assigned vehicles, follow all special regulations for their use.

4.1 Drivers who have three moving violations, or twelve points assessed against their record within a three-year period, or have any alcohol or substance abuse-related offenses, shall not be eligible to operate a District-owned vehicle.

5.0 Vehicles must be operated in accordance with Colorado statutes and regulations of the Colorado Department of Education.

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6.0 The driver shall maintain a log which collects data on the purpose, destination, times and mileage for each vehicle use. The Vehicle Use Agreement and Vehicle Log Form shall be supplied by the Transportation Department.

5.0 The responsible administrator of the school to which a vehicle is assigned shall forward the completed Vehicle Log to the Transportation Department at the end of each month. The log will be the basis for charging the school for vehicle usage. The normal charge shall be an established mileage charge which will defer the fuel costs and normal maintenance costs. The Director of Transportation may assess additional costs when necessary repair or cleaning costs are considered to be beyond the normal vehicle operational costs.

LEGAL REFERENCE:

1 CCR 301-26

C.R.S. 22-32-11.07

**Adams 12 Five Star Schools**  
1500 East 128<sup>th</sup> Avenue  
Thornton, CO 80241

**APPLICATION FOR SMALL VEHICLE USE AGREEMENT**

As an assigned driver of a District vehicle, I assume the responsibility of complying with the following conditions:

1. Shall be an employee of Adams 12 Five Star Schools.
2. Shall comply with District policies and procedures.
3. Shall show proof of personal automotive liability insurance. \_\_\_\_\_  
(Company name, policy # and expiration date)
4. Shall have valid operator's license. Shall carry a Small Vehicle Permit Card (SVP) issued and signed annually by a District representative indicating requirements are current. (1CCR-301-26-202.01A)
5. Shall not carry over vehicle capacity (Vans = driver plus 8, Suburban = driver plus 7, Activity bus = driver plus 12).
6. A school transportation vehicle operator should not be on duty more than 15 hours in a 24-hour period, with no more than 10 hours devoted to driving. On duty includes teaching and coaching responsibilities, etc. (1 CCR 301-26).
7. Shall use vehicle for District-sponsored and approved activities only.
8. Shall maintain a daily vehicle log including:
  - a. Date
  - b. Driver's name
  - c. Fuel tank level
  - d. Number of students
  - e. Trip mileage
  - f. Vehicle conditions
  - g. Account Code (for billing purposes)
  - h. Destination
9. Shall have the ability to perform required physical activities such as changing a flat tire, installing tire chains, evacuating injured students, etc. Must have the ability to do this in all weather conditions.
10. Shall perform required pre/post-trip inspections including documentation. Any concerns dealing with the safe and efficient condition of the vehicle should be brought to the attention of the Fleet Department or appropriate administrator who will make arrangements for repair.
11. Fueling will be done at Transportation, except when the vehicle is on a trip outside the Front Range area. Credit card invoices must be marked with vehicle mileage, date, gallons pumped and unit number or license plate number. Any time a vehicle is fueled, all under-hood fluids must be checked and appropriate product added, if needed.
12. Shall safeguard the vehicle and contents while under my supervision.
13. Shall be responsible for returning the vehicle in the following condition:
  - a. Clean interior (if vehicle is not kept clean, all labor and material will be billed to user account)
  - b. NOT LESS THAN 3/4 TANK OF GAS
  - c. Include a report of any malfunctions or need for repairs; exterior/interior damage
  - d. Complete log sheet
14. District policy defines operators of District-owned small vehicles as working in safety-sensitive positions subject to Code: 4230, except random testing.

Colorado License No. \_\_\_\_\_ Vehicle Driver \_\_\_\_\_  
(please print)

Expiration Date \_\_\_\_\_

Date of Birth \_\_\_\_\_ Signature \_\_\_\_\_

Social Security # \_\_\_\_\_ Approval \_\_\_\_\_  
(Transportation Director)

School/Dept. \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b> SVP Permit # _____ SVP Expiration Date _____
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Distribution: White - Fleet Maintenance Dept.    Yellow - Athletic Director/Principal    Pink - Driver upon approval