

REQUIREMENTS TO DRIVE A STILLWATER PUBLIC SCHOOLS VEHICLE

Primary Requirements

- ☐ Any Stillwater Public Schools employee or school volunteer may be approved to drive a district vehicle **and are eligible to transport students with approval by the District Director of Transportation.** Only employees may transport students.
- ☐ Approval to drive a district vehicle requires a valid Oklahoma driver's license and a current Motor Vehicle Record showing a good driving history as defined by the district's insurance carrier be on file at the transportation office.
- ☐ Driver will use the vehicle only for school business within the scope of the driver's authority.
- ☐ Driver will wear his/her safety belt.
- ☐ Driver will observe all traffic laws.
- ☐ Driver will not allow an unauthorized person to drive the vehicle.
- ☐ Operation of a school vehicle is prohibited while under the influence of any controlled substance or any measurable quantity of alcohol.
- ☐ Use of any prescription drugs with potential to impair the operation of a motor vehicle must be reported to the director of transportation before operating a district vehicle.

Specific Requirements

- ☐ Any person who operates a school vehicle regularly or occasionally is required to report suspension or revocation of his/her license to the transportation department. Failure to report a change in license status will result in loss of driving privileges.
- ☐ District vehicles shall not be loaded with more passengers than their design capacity. Each passenger must occupy a seat when the vehicle is in motion.
- ☐ In vehicles equipped with primary restraint systems (e.g., seat belts), each occupant must use the restraining device as designed and required by state law.
- ☐ Drivers of school vehicles will drive in a courteous manner at all times.
- ☐ Drivers who are involved in two (2) vehicle related incidents in a twelve (12) month period or three (3) incidents in a thirty-six (36) month period will be required to take a driver improvement course. Any driver of a motor vehicle involved in two accidents within a twenty-four (24) month period while functioning as an agent of the district and in which the driver acted negligently (and caused personal injury and/or property damage) shall be required to attend and successfully complete a Motor Vehicle Improvement Course, and must be attended within six (6) months of the date of the second accident.
- ☐ At the superintendent's or designee's discretion, drivers may be required to complete a driver improvement course. Drivers required to complete a motor vehicle improvement course must do so at their own expense.
- ☐ Any driver of a motor vehicle, while functioning as an agent of the district, that is involved in two (2) accidents in twenty-four (24) month period as a result of backing and or rear ending shall, in addition to the above paragraph be declared uninsurable for a period of three (3) months following the second accident.

Safe Operation Requirements

- ☐ Backing of vehicles where the driver does not have a clear view of the entire area behind the vehicle will be accomplished with the assistance of a guide. If a second person is in the vehicle, he/she should guide the vehicle before backing.
- ☐ Drivers will ensure that windows, headlights, taillights, and wipers are clean and operational at all times.
- ☐ In order to give ample warning to oncoming and following vehicles, turn signals must be utilized by drivers at all times, when making a turn or changing lanes.
- ☐ Do not "tail gate." When following other vehicles in normal traffic and under good weather conditions, a

time gap of two seconds should be allowed.

REQUIREMENTS TO DRIVE A STILLWATER PUBLIC SCHOOLS VEHICLE (Cont.)

- ☐ ~~On hills, curves, intersections or in any area where your vision is obstructed, do not make a turnabout, i.e., u-turn.~~
- ☐ ~~Vehicles and equipment shall not be parked or left adjacent to the roadway in such a manner as to constitute a traffic hazard to the driving public. Vehicles will not be parked where they will obstruct the sight of other drivers.~~
- ☐ ~~Use of wireless communication device is prohibited while operating a school vehicle. If an emergency arises, the driver shall remove the vehicle from the roadway to place an emergency call to the proper authority. Drivers violating this policy shall be subject to disciplinary measures which could include termination of employment.~~

Maintenance Requirements

- ☐ ~~Before operating a school vehicle, the driver is responsible for checking to see that all necessary safety equipment and control devices are in good condition before he/she operates it.~~
- ☐ ~~All vehicles are to be returned to the transportation office fueled and free of trash and personal items.~~
- ☐ ~~Buses are to be swept after each trip.~~
- ☐ ~~Transportation Director~~ **The Superintendent or designee** has sole discretion of the use and operation of school vehicles.