

Related Entries: (Not identified at this time)

Driving and Replacing District Vehicles

The following regulations and guidelines shall be followed to drive District owned, leased, or rented vehicles and to replace District-owned vehicles. Violation of this policy may result in disciplinary action, up to and including termination of employment.

- (1) Only Lee County School District regular employees, with an appropriate valid Florida Drivers license and approval by their department supervisor or school principal, shall drive District owned, leased, or rented vehicles.
- (2) Employees who drive District-owned, leased, or rented vehicles may be categorized as:
 - (a) Those required to be on response call on a 24-hour a day, 7 days a week basis whose vehicles may be fitted with special equipment such as: scanners, two-way radios or other specialized items. These drivers are also known as "on call drivers." Departments that may fall under this designation may include, but are not limited to, maintenance, transportation, safety and security. These employees may be permitted, with their supervisor's permission, to take a District-owned, leased, or rented vehicle home during non-scheduled work hours.
 - (b) Those whose jobs require that they must operate a vehicle on a daily basis during their regular duty hours.
 - (c) Occasional drivers who may need to have the use of a vehicle for incidental purposes.
- (3) Employees who drive District-owned, leased, or rented vehicles shall:
 - (a) Use the vehicle strictly for approved District business.
 - (b) Operate the vehicle in accordance with all applicable laws.
 - (c) Familiarize themselves with all information contained in the information packet found in the vehicle.
 - (d) Visually inspect the vehicle before and after operating. If a problem is observed, report it to their supervisor.
 - (e) Prohibit the use of any tobacco product while in the vehicle.

- 46 (f) Prohibit anyone from driving a District vehicle while impaired (under the
47 influence of alcohol, drugs, prescribed medications, etc.) or in violation of the
48 Florida traffic laws.
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- 50 (g) Prohibit abusive driving practices.
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- 52 (h) Immediately report any incident or accident to Insurance and Benefits
53 Management and to their supervisor.
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- 55 (i) Have permission of their direct supervisor before driving.
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- 57 (4) Employees are prohibited from text messaging while driving a District owned,
58 leased or rented vehicle, or when driving a personally owned vehicle while on
59 official District business or when using electronic equipment supplied by the District
60 while driving.
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- 62 (a) "Driving" means operating a motor vehicle on an active roadway with the
63 motor running, including while temporarily stationary because of traffic, a
64 traffic light or stop sign, or otherwise. It does not include operating a motor
65 vehicle with or without the motor running when one has pulled over to the
66 side of, or off, an active roadway and has halted in a location where one can
67 safely remain stationary.
- 68 (b) "Texting" or "Text Messaging" means reading from or entering data into any
69 handheld or other electronic device, including for the purpose of SMS texting,
70 e-mailing, instant messaging, obtaining navigational information, or engaging
71 in any other form of electronic data retrieval or electronic data
72 communication.
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- 74 (5) Replacement of District-Owned Vehicles
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- 76 Vehicles may be replaced per the following suggested schedule where funds are
77 available and with Board approval:
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- 79 (a) Cars – Six years or 96,000 miles
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- 81 (b) Pick-up Trucks – Eight years or 120,000 miles
82
- 83 (c) Heavy Trucks – 12 years or 200,000 miles
84
- 85 (d) School Buses – Type A – Eight years or 100,000 miles
86
- 87 (e) School Buses – Type C – 12 years or 240,000 miles
88
- 89 (f) School Buses – Type D – 12 years or 240,000 miles

90 (6) Driver Education Vehicles

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92 The school principal shall determine where Driver Education vehicles shall be
93 parked:

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95 (a) Driver Education vehicles shall be parked on campuses in a secure and safe
96 place away from vandalism.

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98 (b) Driver Education vehicles may be parked at the nearest bus compound to the
99 school.

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101 (c) Driver Education teachers shall not drive the vehicles to their residences
102 without the principal's permission and then only to protect the vehicle from
103 vandalism.

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105 (d) Driver Education vehicles are to be used strictly for teaching Driver
106 Education and shall not be used for personal use.

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108 (e) Drivers of Driver Education vehicles shall adhere to all requirements of this
109 policy.

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112 **STATUTORY AUTHORITY:** 1001.42, 1001.43, 1006.22(10), F.S.

113

114 Adopted: 2/27/07 (Formerly: AR-3.62)

115 Revised: 2/12/08

116 Revised: 6/17/08

117 Revised: 3/9/10