

Maria Montessori Academy

Procedures for Employees and Volunteers who Drive on School Business

Purpose

Maria Montessori Academy (the “School”) takes seriously the safety of its people. The purpose of these procedures is to help ensure the safety of School employees, students, and volunteers. These procedures apply to all employees who operate motor vehicles as part their employment responsibilities and all volunteers who operate vehicles as part of school-sponsored activities. The School intends that these procedures comply with the requirements established by the Utah Division of Risk management

Procedures

Procedures for All Drivers

- The School will perform drivers license verification checks on all new employees and volunteers who operate vehicles on school business.
- The School will verify the drivers license status of driving employees and volunteers at least annually.
- Employees and volunteers who do not have a valid drivers license are not allowed to drive on School business.
- The School will maintain the confidentiality of the results of drivers license checks by ensuring that only designated individuals conduct those checks and that any documentation regarding the results will be maintained in a location where only designated employees have access.
- When driving is an essential function of a job, the School will ensure that job descriptions for such positions specify that maintaining valid drivers license is required.
- Employees and volunteers who drive on entity business must complete the drivers safety course approved by the Utah Division of Risk Management every two years.
- Employees and volunteers that are involved in an at-fault accident may not drive on School business until they complete the Risk Management driver safety program.
- Employees and volunteers must operate vehicles on School business only within limits of their individual licenses.
- Individuals convicted of DUI or reckless driving may not drive on School business.
- When private vehicles will be used by employees or volunteers on School business,
 - Vehicles must have in effect liability insurance with a minimum of \$100,000 liability coverage.
 - Vehicles must be safe and be in good working order.
 - The Authorization to Use Privately Owned Vehicles on School Business form must be completed by the drivers and owners of the private vehicles and signed by the Principal.

Additional Procedures for Volunteers Transporting Students

In addition to the foregoing procedures that apply to all drivers, the following procedures should be followed when volunteers are transporting students:

- The School will attempt to obtain commercial transportation for students to school-sponsored events whenever possible.
- Students other than a driver’s own children may not be transported in 12 or 15 passenger vans.
- If the School is unable to obtain commercial transportation and is instead relying on volunteers to transport students to a school-sponsored event, only “approved volunteers” may transport students other than their own children.
- Parents and students who are being transported to school-sponsored activities by volunteers should sign an informed consent and waiver and release prior to the event.

Maria Montessori Academy
AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON SCHOOL BUSINESS

I hereby certify that, whenever I drive a privately owned vehicle on school business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for a minimum of \$100,000.
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that if a mileage reimbursement claim is granted, full cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance is considered covered in that amount.

I further certify that, while using a privately owned vehicle on official school business, all accidents will be reported immediately to the proper authorities and to the school administration.

I certify that I understand that, under state law, if I am involved in an accident while driving my vehicle on school business, my liability insurance will be used first to satisfy any claims. The school's liability coverage will be used only after my policy limits have been exceeded. I understand that the school does not cover, nor is it responsible for, comprehensive and collision coverage for damage to my vehicle.

I understand that permission to drive a privately owned vehicle on school business is a privilege which may be suspended or revoked at any time.

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
DRIVER'S SIGNATURE	PRINT NAME	DATE SIGNED
Insurer	Policy #	Liability Limit
Policy Date and Period	Contact #	

Description of allowed use(s): _____

Vehicle Owner

Date

Driver

Date

APPROVAL: I have read the above information and approve the use of this driver and vehicle for the use(s) specified.

Principal: _____

Date: _____