

## *iLEAD Schools*

### **Student Transportation Policy**

The safe operation of our motor vehicles is one of the highest priorities at iLEAD CHARTER SCHOOLS. For this reason, we have developed the following policy.

Though it is not the intent of iLEAD CHARTER SCHOOLS to police operators of Charter school vehicles or to invade privacy of employees, it is necessary to establish a basis for determining safe operating standards for drivers. The following shall apply to all persons operating Charter school vehicles or operating their own vehicles to transport students for any reason or for Charter school business:

#### **I. Employees or Volunteers**

1. iLEAD CHARTER SCHOOLS will enroll in the California Department of Motor Vehicles employer pull notice program. Through this program, iLEAD CHARTER SCHOOLS will be able to review employee Motor Vehicle Records periodically and upon notice of new violations. Volunteers are responsible for providing their own Motor Vehicle Records to the iLEAD CHARTER SCHOOLS.
2. Employee or volunteer must have a valid drivers license at all times and provide a copy of current auto insurance policy prior to operating a Charter school vehicle, or their own personal vehicle, when used for student transportation or school business
3. School Administration will review with the employee the Motor Vehicle Record of any employee or volunteer whose record reveals the following:
  - Two (2) or more moving violations;
  - One (1) at-fault accident and (1) moving violation;
  - Three (3) or more seat belt violations.

Employees or volunteers meeting any of the above criteria, may be subject to a verbal warning status (document attached).

4. School Administration will review with the employee or volunteer the Motor Vehicle Record of any employee or volunteer whose record reveals the following:
  - Three (3) or more moving violations and/or accidents (i.e. includes 2 moving violations and 1 at-fault accident or combination thereof);

Those employees or volunteers meeting any of the above criteria may be placed on probationary status (document attached for review). All employees are subject to the Department of Motor Vehicles Employer Pull Notice Program which informs the Charter school immediately of violations or accidents which have occurred. If notification of a moving violation and/or at-fault accident occurs while on probationary status, the employee may be placed in a non-driving position or prohibited from transporting students or on school business.

5. Employees or volunteers that accumulate 2 or more at-fault driving accidents during the course of 12 months may have their Charter school driving privileges revoked. Employees in driving positions may be placed in a non-driving position pending availability.
6. Employees or volunteers convicted of Major Citations\* may not be permitted to transport students or operate any vehicle on Charter school Business. For employees in driving positions, after School Administration review, if it is determined that a non-driving position is not available, termination may result.
7. Seatbelts are an essential element of our driver safety policy/procedures. To emphasize seatbelt awareness, two (2) seatbelt violations while on Charter school business will equate to one (1) moving violation.
8. If the semi-annual review of Motor Vehicle Record reveals major Citations\* in other than Charter school vehicles, citations for failure to appear, or at-fault accident, School Administration shall review and determine if the employee or volunteer should be permitted to continue to transport students or operate vehicles on Charter school business.
9. Driving non-employee passengers in charter school vehicles either during or after normal business hours can be a major liability to iLEAD CHARTER SCHOOLS. Therefore, no iLEAD CHARTER SCHOOLS Employees are allowed to transport non-employees in any iLEAD CHARTER SCHOOLS vehicles unless prior approval by School Administration is granted.
10. Only authorized employees are allowed to operate the Charter school vehicles and they are for charter school business use only, unless prior verbal approval has been granted by School Administration.
11. For employees or volunteers who drive their personal vehicles for student transportation or charter school business purposes, iLEAD CHARTER SCHOOLS **recommends** that the employee or volunteer carry insurance amounts and coverage (as indicated below):

Automobile Liability - \$100,000 per person; \$300,000 per occurrence

Property Damage - \$50,000 per occurrence

Medical Payments - \$5,000 per person

**In the event of an accident, the employee's or volunteer's insurance coverage acts as the primary insurance coverage for damages.** Evidence of this insurance as well as a copy of the employee's or volunteer's current motor vehicle report (MVR) must be kept on file and updated upon insurance and license renewals.

- \* For the purpose of this policy, Major Citations includes but is not limited to:
- Driving Under the Influence of Drugs or Alcohol
  - Failure to Stop for an Accident
  - Homicide, manslaughter or assault arising out of the operation of a motor vehicle
  - Driving with a Revoked or Suspended License

- Possession of an Opened Container of Alcohol in a Vehicle
- Speed Contest
- Drag or Highway Racing
- Attempting to Elude a Police Officer
- Hit and Run
- Reckless Driving

## II. Potential Employees in Driving Positions

12. Applicant shall have valid, current California Drivers License for the type of vehicle driven to be eligible for employment in a driving position.
13. Applicant will provide a current DMV Motor Vehicle Record and a copy of current auto insurance policy as part of the employment application process. iLEAD CHARTER SCHOOLS may request a Motor Vehicle Report from a business insurance carrier as part of employment screening process.
14. Applicants whose Motor Vehicle Record (MVR) has two (2) or more at-fault accidents or moving violations (or combination thereof) within a twelve (12) month period of time may not be eligible for employment. Additionally, applicants with three (3) or more at-fault accidents or moving violations (or combination thereof) appearing on their MVR report may not be eligible for employment.
15. Applicants whose Motor Vehicle Record includes report of any major citation/citations\* may not be eligible for employment.

I HAVE READ AND UNDERSTAND THE DRIVER POLICY AND AGREE TO ITS TERMS.

Sign \_\_\_\_\_ Date \_\_\_\_\_

**Employee or Volunteer**

Complete \_\_\_\_\_ State \_\_\_\_\_

**Driver's License #**

Sign \_\_\_\_\_ Date \_\_\_\_\_

**Office Administrator**



*iLEAD Schools*  
Student Transportation Policy  
***Verbal Warning***

*(Applicable for Employees or Volunteers with Two (2) Moving Violations or Two (2) not At-Fault Accidents)*

The safe operation of Motor Vehicles is imperative to the safety of our employees, volunteers and students as well as the public.

The School Administration of our Charter school has reviewed your Motor Vehicle Record and provided you with a copy.

If you disagree with the information provided, you have been given the opportunity to go to DMV within 30 days of notification, correct the information and give us an updated/corrected copy of your Motor Vehicle Record.

The information contained in your Motor Vehicle Record is of concern to our Charter school with respect to your ability to drive safely.

By signing this form, you are aware that you have been placed on a verbal warning status until the next review of your Motor Vehicle Record. Should the next review uncover further violations/accidents, your status may change to probationary. In addition, you are not authorized to transport any person other than an employee or student in a Charter school vehicle.

I HAVE READ AND UNDERSTAND THE CHARTER SCHOOL STUDENT TRANSPORTATION POLICY AND AGREE TO ITS TERMS.

Sign \_\_\_\_\_ Date \_\_\_\_\_

**Employee or Volunteer**

Complete \_\_\_\_\_ State \_\_\_\_\_

**Driver's License #**

Sign \_\_\_\_\_ Date \_\_\_\_\_

**Office Administrator**



*iLEAD Schools*  
**Student Transportation Policy**  
*Probation Notice*

The safe operation of Motor Vehicles is imperative to the safety of our employees, volunteers and students as well as the public.

The School Administration of our Charter school has reviewed your Motor Vehicle Record and provided you with a copy.

If you disagree with the information provided, you have been given the opportunity to go to DMV within 30 days of notification, correct the information and provide an updated/corrected copy of your Motor Vehicle Record.

The information contained in your Motor Vehicle Record is of concern to our Charter school with respect to your ability to drive safely.

As defined in Charter School Student Transportation Policy, those employees with three (3) or more citations or accidents, whether or not at-fault or one (1) at-fault accidents, are placed on probationary status and will be subject to having their Motor Vehicle Record reviewed as often as School Administration feels necessary. We are doing this to assure that improvement in driving habits is achieved so that serious injuries and property damage can be avoided. Probationary status will remain in effect for a minimum period of twelve (12) months from the date noted below. At that time School Administration will review driving status with the employee or volunteer for consideration to be placed back into verbal warning status. In addition, you are not authorized to transport any person other than an employee or student in a Charter school vehicle.

If notification of a moving violation and/or at-fault accident occurs while on probationary status, an employee may be placed in a non-driving position or be subject to termination at School Administration's discretion. Please note, there are very limited non-driving positions available in the Charter school and if an employee is excluded from your Charter school driving activities due to their Motor Vehicle Record, we may not have a position for them.

By signing this form, you are aware that you have been placed on a probationary status until the next review of your Motor Vehicle Record. Should the next review uncover further violations/accidents, your Charter school driving privileges may be revoked.

**I HAVE READ AND UNDERSTAND THE CHARTER SCHOOL STUDENT TRANSPORTATION POLICY AND AGREE TO ITS TERMS.**

Sign \_\_\_\_\_ Date \_\_\_\_\_  
**Employee or Volunteer**

Complete \_\_\_\_\_ State \_\_\_\_\_  
**Driver's License #**

Sign \_\_\_\_\_ Date \_\_\_\_\_  
**Office Administrator**



*iLEAD Schools*  
**Student Transportation Policy**  
*Suspension Notice*

The safe operation of Motor Vehicles is imperative to the safety of our employees, volunteers and students as well as the public.

The School Administration of our Charter school has reviewed your Motor Vehicle Record and provided you with a copy.

If you disagree with the information provided, you have been given the opportunity to go to DMV within 30 days of notification, correct the information and give us an updated/corrected copy of your Motor Vehicle Record.

The information contained in your Motor Vehicle Record is of concern to our Charter school with respect to your ability to drive safely.

Any employee who has accumulated moving violations, accidents or a combination thereof, that exceeds the standards aforementioned in this policy is subject to immediate suspension of Charter school driving privileges. Immediate suspension of Charter school driving privileges also applies should the State revoke or suspend the driver's license.

Please note, there are very limited non-driving positions available in the Charter school and if an employee is excluded from Charter school driving activities due to their Motor Vehicle Record, we may not have a position for them.

By signing this form, you are aware that you have been placed on a suspended driving status. You have the opportunity to go to DMV within 30 days of this notification and correct the information, and give us an updated/corrected copy of your Motor Vehicle Record. In the event that you are unable to correct the deficiencies that prompted your Charter school driving privilege suspension, your suspended status will continue and pending non-driving position availability, you may be subject to termination.

**I HAVE READ AND UNDERSTAND THE CHARTER SCHOOL STUDENT TRANSPORTATION POLICY AND AGREE TO ITS TERMS.**

Sign \_\_\_\_\_ Date \_\_\_\_\_  
**Employee or Volunteer**

Complete \_\_\_\_\_ State \_\_\_\_\_  
**Driver's License #**

Sign \_\_\_\_\_ Date \_\_\_\_\_  
**Office Administrator**



*iLEAD*  
**CHARTER SCHOOL**  
**Student Transportation Policy**

**Addendum 1**

This policy is valid for all iLEAD Schools entities and locations.

iLEAD Schools Development  
iLEAD California Charter 1  
Santa Clarita Valley International  
iLEAD Charter Schools  
All iLEAD locations and affiliates