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| Administrative Directive Title: District Vehicle Operation and Maintenance | AD Number: 3.402.1 | Adopted: July 2025 |
| Policy References: Board Policy 3.402 – Use of District Vehicles | | Revised: |

1 **AUTHORIZED USE**

2 District vehicles shall be used solely for District business.

3 Employees using district vehicles must possess a valid Tennessee driver’s license and be at least
 4 18 years of age. Only employees who have been approved through the Transportation Department
 5 may operate district vehicles.

6 Drivers will give the District permission to obtain a copy of their driving record from the
 7 Department of Motor Vehicles. The Transportation Department will conduct annual audits of
 8 driving records. If the record warrants action, Transportation Department will advise the driver's
 9 supervisor. Any serious infraction will cause suspension of driving privileges.

10 Employees operating district-owned vehicles must complete a district-approved physical
 11 examination prior to operating a vehicle, either upon hiring or vehicle assignment.

12 **DRIVER RESPONSIBILITIES**

13 Employees operating District vehicles shall:

- 14 1. Inspect vehicles before operating to ensure the vehicle will function in a safe manner. Any
 15 maintenance concerns or required repairs must be promptly reported to the employee’s
 16 supervisor.
- 17 2. Operate vehicles in a safe, responsible manner, and in compliance with State laws and
 18 regulations governing vehicle use.
- 19 3. Properly use seat belts at all times.
 - 20 a. Operators may not carry more passengers than the number of occupant seat belts in
 21 the vehicle.
 - 22 b. Drivers are responsible for enforcing the use of seat belts by all passengers.
- 23 4. Refrain from eating or engaging in other activities which may distract an individual from
 24 safely operating a vehicle.
- 25 5. Refrain from operating any such vehicles when under the influence of controlled
 26 substances, medications, or mental or physical conditions which could impair a driver’s
 27 ability to properly operate a vehicle.
- 28 6. Return vehicles daily to the District facility designated for that vehicle, subject to the
 29 vehicle take-home privilege listed below.
- 30 7. Maintain vehicles in a clean, orderly condition inside and out.

- 31 8. District vehicles must be properly parked and secured when left unattended (windows must
32 be up and doors locked, etc.).
33 9. Report any loss, redaction or suspension of their driver’s license or endorsements status
34 to their supervisor as soon as they are notified of the licensing status change.

35 Employees must notify their direct supervisor within twenty-four (24) hours if they receive a
36 moving violation or parking citation while operating a District-owned vehicle. Employees are
37 financially responsible for any moving violations and parking citations that may be incurred while
38 using District-owned vehicles. Employees are personally responsible for any court appearances or
39 personal judgments or penalties arising from their violation of traffic laws while operating district
40 vehicles.

41 **VEHICLE ACCIDENTS**

- 42 1. All accidents/collisions/vandalism (for the purposes of this procedure, referred to as
43 “accidents”) involving District vehicles, regardless of the amount of damages or personal
44 injuries sustained, shall be reported immediately to the driver’s supervisor and the Assistant
45 Superintendent of Operations. Failure to report an accident shall be cause for disciplinary
46 action.
47 2. Any employee involved in an accident while operating a District-owned vehicle may be
48 required to undergo drug and alcohol testing. Such testing shall be mandatory in
49 circumstances where the accident results in an injury, the issuance of a citation, or property
50 damage estimated to exceed five hundred dollars (\$500). Refusal to submit to required drug
51 and alcohol testing or a test result indicating prohibited drug use or alcohol levels
52 exceeding legal limits shall subject the employee to disciplinary actions, up to and
53 including termination.
54 3. An accident report shall be completed within twenty-four (24) hours of any accident
55 regardless of the amount of damage sustained to any District vehicle.
56 4. All accidents shall be investigated by the Safety Coordinator or their designee.

57 **TAKE-HOME VEHICLE PRIVILEGE**

58 Employees may be permitted to take a District-owned vehicle home under specific
59 circumstances. Such permission must be granted in advance by the Assistant Superintendent of
60 Operations. Approval will be based on operational need, efficiency, and overall benefit to the
61 District. Employees approved to take a vehicle home must comply with all other provisions of
62 the District’s vehicle use policy.

63 **COMPLIANCE WITH VEHICLE OPERATION/MAINTENANCE PROCEDURES**

64 Violation of these procedures may lead to disciplinary actions, including suspension or termination
65 of employment, based on the severity and frequency of the infractions.