

BUS12.1 - Transportation Management: District Vehicles

B - Business

District Vehicles - Purchasing and Maintenance

Objective:

The district will ensure that all district vehicles, including those operated by contractors, comply with applicable federal and state safety standards and maintain vehicles according to state laws and industry standards to guarantee the safety of students and staff.

1. Compliance with Standards:

The district and any transportation contractors will comply with the Commercial Motor Vehicle Safety Act of 1986 and the relevant Arizona statutes regarding vehicle standards, periodic inspections, and maintenance of school buses.

2. Periodic Inspections:

All district vehicles will undergo regular inspections and maintenance in accordance with state regulations and manufacturer recommendations.

Legal References:

- Arizona Revised Statutes (A.R.S.) 28-984

Student Transportation in Private Vehicles

Objective:

The district will ensure that students are only transported in approved vehicles operated by district-authorized personnel during school or school-sponsored events, unless the Superintendent grants special authorization.

1. Authorized Transport:

Only district-approved vehicles operated by authorized personnel may transport students. No employee is allowed to transport students for school purposes without prior written approval from the Superintendent.

2. Insurance Coverage:

District employees and Governing Board members authorized to use their personal vehicles for district purposes will be notified in writing that their personal automobile insurance is the primary coverage, with district insurance being secondary.

3. Superintendent's Regulations:

The Superintendent will develop regulations governing the use of private vehicles for student transportation.

Legal References:

- Arizona Revised Statutes (A.R.S.) 15-341

Business and Personnel Transportation Services (District Travel Policy)

Policy Number: C-BUS-036

Objective:

The district will ensure that school vehicles are used responsibly for district business and that any personal use of school vehicles is incidental and authorized by the Superintendent.

1. **Administrative Oversight:**

Administrators are responsible for ensuring that district vehicles are not misused and that the district administration office approves all travel.

2. **Use of School Vehicles:**

School vehicles may not be used for personal business except when incidental to a school-related trip. Employees may include their family on out-of-town trips with prior approval from the Superintendent. Only district employees or Governing Board members may operate district vehicles.

3. **Use of Private Vehicles:**

Private vehicles may only be used for school purposes with authorization from the Superintendent. The district will reimburse the vehicle owner for mileage at the rate set by the district. Mileage claims must be for school business only.

4. **Accident Reporting:**

Any accident involving a school or private vehicle used for district business must be reported immediately to the district's transportation office or the appropriate administrator.

Legal References:

- Arizona Revised Statutes (A.R.S.) 15-341, 38-538

Business Transportation Records and Reports

Objective:

The district will maintain transportation-related records and reports as required by law to ensure transparency and to support the district's transportation goals and objectives.

1. **Record Maintenance:**

Transportation records will be kept as mandated by state laws or district regulations and made available for inspection by the Superintendent and other authorized officials.

2. **Reporting Requirements:**

Reports related to district transportation activities will be submitted as required by state and district regulations.

Legal References:

- Arizona Revised Statutes (A.R.S.) 15-321, 15-901, 15-903