



## **Murray City School District**

### **USE OF DISTRICT VEHICLES FOR ACTIVITY OR FIELD TRIPS (including Chevy Suburban) Conditions of Use**

#### ***Driver Qualifications:***

Murray City School District has two Chevrolet Suburbans and a cargo trailer for activity and field trip use. Teachers, coaches, and administrators desiring to use a Suburban need to begin with a review of State Risk Management's Driver Training Video and then complete the online test with a passing score. The video and test can be accessed at:

<http://www.risk.utah.gov/driver-video-and-test1.html>

When asked for a Driver Code, the driver enters the last four digits of their social security number. Keys are issued by the Supervisor of Support Services or the Purchasing Assistant. Drivers without trailer towing experience will undergo a short familiarization with the Supervisor of Support Services prior to release of the Suburban with the trailer. The certificate must be renewed every two (2) years.

#### ***Reserving the Suburban (and trailer, if needed):***

Drivers must reserve the Suburban, and cargo trailer if needed, through the District's online trip request system. This system is accessed via the District's home page under the "Departments & Programs" tab, then the "Maintenance & Busing" link. The Bus/Trip Request is located under "Staff." The driver fills out the request form and enters "Suburban" or "Suburban with Trailer" in the Special Needs and/or Trip Requirements section. The Suburbans are kept at the District Office.

#### ***Capacity:***

The Suburbans are designed with NINE (9) seating positions, including the driver's seating position. The Suburbans, therefore, are intended to be used when the number of activity participants number eight (8) or fewer so that the maximum number of occupants, including the driver, is NINE (9). **No exceptions** can be made to the capacity rule; the load shall **NEVER** exceed NINE (9) occupants INCLUDING the driver.

#### ***Lap-Shoulder Belts & Booster Seats:***

Federal and state laws require a seat belt for all occupants and state law requires that all occupants wear restraints while the vehicle is under way. Under no circumstance will any driver using a MCSD vehicle permit any passenger to travel in a district vehicle without being restrained by a secured lap-shoulder restraint. Under no circumstance shall any driver using a MCSD vehicle permit more than one person to be restrained by a single lap-shoulder restraint. Infants and children under eight (8) years of age must be seated in a restraint system meeting state guidelines appropriate to the age and size of the child. See "Utah's Booster Seat Law Commonly Asked Questions" in the "Maintenance & Busing link.

**Cargo:**

The Suburban has approximately 12 cubic feet of cargo space between the back of the third bench seat and the rear hatch. If the Suburban is carrying passengers in the second and third bench seats, the cargo space behind the third bench seat is the only space cargo is to be transported. Cargo of any kind, i.e., backpacks, band instruments, golf clubs, suitcases, etc., may **NOT** be transported on passengers' laps. The district's cargo trailer is to be used for the type of cargo listed above.

**Passenger Behavior:**

Student passengers shall observe the same rules of conduct required of school bus passengers. Passengers shall follow the directions of the driver and shall conduct themselves in a manner that does not distract the driver. Food and drink are not permitted. Pets are also not permitted in district vehicles.

**Fees and Record Keeping:**

The current fee for the Suburban is \$.50 cents per mile and the fee for the trailer is \$.05 per mile. The fees will be based on starting and ending odometer readings. Drivers will be issued a trip ticket at the time the Suburban is picked up at the District Office. The ticket will show the beginning odometer reading and at the time the Suburban is returned the driver will return the trip ticket with the ENDING ODOMETER READING. In addition, the DEPARTURE TIME AND RETURN TIME must be shown. State reports now must show mileage AND the total time for the trip.

**Fuel:**

The District is a participant in the State's "Fuelman" network. Most UDOT maintenance yards have fuel sites and most Phillips and Sinclair stations are Fuelman participants. NOTE: You may see some fuel sites displaying the previous name for Fuelman which was "GasCard." The accounts are the same and the card works at both. See the District Office receptionist for information on the location of the gas card.

**Insurance:**

Murray City School District is insured through the State Risk Management Pool. In the event of an accident, the driver should do the following:

- Under all circumstances notify the nearest law enforcement agency so that the accident is recorded and investigated. Parents and the District's Risk Manager are also to be notified. MCSD Risk Manager is Rock Boyer, Supervisor of Support Services, (801) 264-7400 (district office), (801)557-0575 (cell).
- In the event of injury or suspected injury, notify law enforcement and medical resources through 911.
- Under all circumstances, State Risk Management must be notified. The insurance card with this information is located in the glove compartments.
- Liability coverage for those driving Suburbans and other district vehicles may be conditioned upon the driving operating within his or her scope of employment.\*

*\*operating within one's "Scope of Employment" means that (1) the employee must be engaged in work on behalf of the District during a period of time recognized by the District as germane to the activity, (2) the employee does not act or fail to act during the activity through fraud or willful misconduct, (3) the employee does not operate the vehicle while under the influence of any drug or alcohol such that the driver is rendered incapable of safe operation, and (4) the employee does not intentionally or knowingly provide false testimony during any inquiry or proceeding relevant to the operation of the vehicle or the conduct of the activity.*