

FILE: EDB

## BUSINESS AND PERSONNEL TRANSPORTATION MANAGEMENT

### RESPONSIBILITY FOR VEHICLE OPERATION

All employees of the Jefferson Davis Parish School Board who drive a School Board-owned vehicle, School Board-contracted vehicle, or employees who use private vehicles and are compensated for use while on School Board-related business, shall be expected to maintain a satisfactory driving record. This shall include bus operators, food service employees, maintenance employees, coaches, and all other employees who are compensated on a per mile basis.

The Jefferson Davis Parish School Board shall require that **only** authorized employees with valid drivers' licenses be allowed to operate and drive vehicles owned or leased by the School Board. *Authorized employees* shall be those employees whom the school system has authorized to drive School Board-owned or leased vehicles after having their driving records and insurance qualifications examined for acceptability by School Board staff.

The School Board requires the highest possible standards of safety of its employees in the operation of vehicles owned or leased by the School Board. Accordingly, no person may be hired or employed for any position which includes duties involving the operation of a School Board owned or leased vehicle who has a motor vehicle record with violations for driving while intoxicated or under the influence, leaving the scene of an accident, or other serious motor vehicle violations, nor whose driver's license is suspended.

### ARRESTS OR CITATIONS FOR MOTOR VEHICLE VIOLATIONS

A *school bus operator* shall report his/her arrest for violation of any law or local ordinance that prohibits operating a vehicle while under the influence of alcohol or any abused substance or controlled dangerous substance set forth in the drug schedules enumerated in La. Rev. Stat. Ann. §[40:964](#). *School bus operator* shall mean any employee of the School Board whose duty is to transport students in any school bus or activity bus to and from school or to and from any school-related activity.

The report shall be made by the operator to the Superintendent or his/her designee. Such report shall be made within twenty-four (24) hours of the arrest or prior to the operator next reporting for his/her work assignment as a school bus operator, whichever time period is shorter. Such report shall be made by the school bus operator regardless of who owns or leases the vehicle being driven at the time of the offense for which the operator was arrested and regardless of whether the operator was performing an official duty or responsibility at the time of the offense.

A school bus operator who fails to report his/her arrest for violations of operating a vehicle as noted above shall be terminated by the School Board if the operator is serving a probationary term of employment, or shall be subject to removal as provided for by state law if the operator is tenured. If the bus operator is tenured, written and signed charges alleging such failure to report violations shall be brought against the bus operator.

In addition, any School Board-employed driver, who while driving any vehicle at any time, including personal vehicles, receives a citation, summons or is arrested for committing the following motor vehicle violations, must immediately notify the Supervisor of Transportation or Superintendent of the citation, summons or arrest. The motor vehicle violations which shall be reported include: speed limit violation, driving too fast for conditions, improper passing, following too close, failing to yield or to stop at a stop sign or running a red light, driving left of the center line, improper lane change, consumption of alcoholic beverages (DUI or DWI), failure to display signals, possession of marijuana, possession of drug paraphernalia, wrong way on a one way street, failure to report an accident, no tail light on a vehicle, driving with no lights, driving too slow or impeding traffic on any Interstate Highway, crossing the median, careless operation and driving without eye glasses-when listed as a restriction. Based upon an investigation by the Supervisor of Transportation, the driver may be subject to suspension with pay from driving or job reassignment until the matter is resolved. All citations, summons or arrests of bus operators and other employees that transport students shall be addressed immediately by the Superintendent. The School Board may take additional disciplinary action for any citation, summons, or arrest. If convicted, the employee shall be subject to disciplinary action, up to and including termination, based on a recommendation to the School Board by the Superintendent.

In the event a citation, summons or arrest involves the operation of a School Board owned or leased vehicle, the driving privileges of an employee may be immediately removed. For an employee whose primary duty is the driving of a School Board owned or leased vehicle, the employee may be suspended by the School Board with or without pay, or terminated if the violation results in conviction.

### MOTOR VEHICLE DRIVING RECORD

The Supervisor of Transportation shall, at a minimum of once a year, submit a list of employees who drive School Board owned or leased vehicles to the Louisiana Department of Motor Vehicles for verification of driving records and for updating information provided to the insurer.

New policy: February 11, 2010

Revised: October 21, 2010

Revised: July 15, 2021

Ref: La. Rev. Stat. Ann. §§[14:32.1](#), [14:32.8](#), [14:39.2](#), [14:98](#), [14:98.1](#), [14:98.2](#), [14:100](#), [17:81](#), [17:491.3](#), [17:493](#)

[\*Louisiana School Transportation Specifications and Procedures, Bulletin 119\*](#), Louisiana Department of Education

Board minutes, [2-11-10](#), [10-21-10](#), [7-15-21](#)

Jefferson Davis Parish School Board