

TRI-TOWNSHIP CONSOLIDATED SCHOOL CORPORATION

POLICY

REGARDING

SAFE DRIVING

This policy governs the practices required by Tri-Township Consolidated School Corporation employees while driving on business for Tri-Township Consolidated School Corporation. The intent of this policy is to increase the safety and welfare of our employees as well as members of the public.

This policy is mandatory and applies to all employees who are required to drive for Tri-Township Consolidated School Corporation in any type of vehicle, whether the vehicle is owned, leased or rented by the employee or owned, leased or rented by the company. This policy also covers any period of time while driving for work associated with our company, including those being reimbursed for travel time to and from work.

This policy governs the use of both company and personal cell phones and electronic devices while driving on the business of Tri-Township Consolidated School Corporation.

Responsibilities of drivers when driving on behalf of Tri-Township Consolidated School Corporation

While driving on behalf of Tri-Township Consolidated School Corporation, all employees must:

- Have a valid driver license from the applicable state of residence in the appropriate class for the motor vehicle being driven.
- Meet our insurance company's Motor Vehicle Report (MVR) criteria.
- Follow all "Rules of the Road" and Motor Vehicle Laws for the applicable state in which the vehicle is being driven, including, but not limited to, speed limits and seat belts.
- Confirm that all passengers in the motor vehicle wear seat belts or use an age/size appropriate child car seat or booster seat in compliance with applicable state law.
- Should the driver receive a ticket, the driver assumes full responsibility for such a ticket.
- **NOT** operate a motor vehicle after consuming alcohol or other substances (including prescription and non-prescription medications) that could legally impair alertness or judgment.
- **NOT** use a cell phone or other portable electronic device while driving a vehicle, unless using a hand's free system.
- **NOT** read or send emails or text messages while driving a vehicle.
- **NOT** program or adjust a GPS system while driving a vehicle.
- Report any change in driving status or any motor vehicle related incident in which you were involved while engaged in business on behalf of Tri-Township Consolidated School

Corporation, including those that do not result in damage or injury, to your supervisor as soon as possible.

Tri-Township Consolidated School Corporation's commitment to our employees

Tri-Township Consolidated School Corporation will provide a copy of and promote the adoption of this policy to all employees and will expect compliance at all times.

The vehicles provided by Tri-Township Consolidated School Corporation, owned, leased or rented, will be maintained in safe operating condition.

Information will be gathered on all incidents that occur while drivers are conducting our business in order to improve safe driving practices, policies and procedures.

Consequences for non-compliance

Tri-Township Consolidated School Corporation will enforce our Safe Driving Policy with a range of disciplinary measures up to and including termination of employment. Each case of non-compliance will be reviewed by the Superintendent. The final decision on consequences for non-compliance will be determined by the Superintendent.

Adopted by the Tri-Township Consolidated School Corporation School Board this 13th day of May, 2013.

Reviewed and approved on April 21, 2016