



Board Policy #:
Adopted/Ratified:
Revision Date: 11/14/2024

Employee Driving Policy

The Board of Downtown College Prep (“DCP”) is committed to the safety of its students and employees. DCP must ensure that risks to DCP are minimized. Employees who drive on behalf of DCP must obey all traffic laws and drive safely while on DCP business. While DCP respects the privacy of all employees, it is necessary to ensure that only safe drivers are allowed to drive on DCP business. Therefore, DCP requires that all employees who drive on behalf of DCP meet minimum standards of safety and insurance, which standards must be verifiable by DCP.

All drivers are required to maintain minimum qualifications when driving DCP vehicles. Employees who are assigned duties involving the regular or occasional use of a DCP vehicle to conduct DCP business must at all times meet the following criteria:

Driver Qualifications

An employee can operate a **DCP-owned vehicle** only if the employee:

- Acts at the direction, and with the explicit permission, of DCP;
- Is age 25 or older;
- Hold a current valid California driver’s license for the class of vehicle in question;
- Is insurable under DCP’s vehicle insurance policy;
- DCP will maintain liability insurance coverage of at least \$100,000/\$300,000 bodily injury and \$15,000 property;
- Maintains a satisfactory driving record as demonstrated through a Department of Motor Vehicle record; and
- Is otherwise qualified under federal and state regulations to drive the vehicle in question.

An employee who operates a **personal vehicle** to conduct DCP business must meet the following requirements and comply with providing documentation as noted below:

- Acts at the direction, and with the explicit permission, of DCP;
- Is age 25 or older;
- Proof of liability insurance for their vehicle with a minimum of \$100K/\$300K coverage, Property Damage - \$50,000 per occurrence, and medical Payments - \$5,000 per person;
- A copy of their current Driver’s License for the class of vehicle in question and Vehicle Registration.
- A written statement acknowledging that their insurance carrier is the primary agent responsible for insurance during the field trip or excursion.
- A criminal background check conducted by the California Department of Justice (“DOJ”). Employees or volunteers whose DOJ report reveals a Driving Under the Influence conviction shall not be permitted to transport students or operate any vehicle on Charter School business for ten (10) years from the date of the conviction. Any employee or volunteer convicted of a felony shall not be permitted to transport Charter School students on Charter School business.
- A Department of Motor Vehicles record.



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- Each of these items will be provided to Human Resources prior to driving on a field trip or excursion.

Disqualifying Driving Records

Employees responsible for operating DCP-owned vehicles or their own vehicles for DCP purposes are required to show they have an acceptable driving record. The following driving violations are unacceptable:

- Driving a motor vehicle under the influence of alcohol, a controlled substance, or any drug that impairs driving ability;
- Refusing to submit to a test to determine alcohol concentration while driving a motor vehicle;
- Using a motor vehicle in the commission of any felony;
- Leaving the scene of an accident unlawfully;
- Committing more than one major traffic offense over the past twenty-four (24) months, including reckless driving, careless driving, or a major moving traffic infraction;
- Receiving a felony revocation of driving privileges or felony or misdemeanor driver license suspension within the last twenty-four (24) months;
- Transporting a controlled substance unlawfully;
- 2 or more moving violations within the last 3 years;
- 2 or more at-fault accidents within the last 3 years;
- Violations and accidents combined: More than 1 at-fault accidents and 1 moving violation within the last 3 years when not the same incident;
- Speeding violations;
- Improper or excessive lane changes;
- Following the vehicle ahead too closely;
- At-fault accidents; (any accident where the driver is cited with a violation, or negligently contributes to the incident OR; any single-vehicle accident that is not caused by actual equipment failure)
- Running a red light or stop sign; or
- Failure to yield

General Driving Requirements

While operating a personal or DCP-owned vehicle on DCP business, employees must:

- Observe applicable speed limits at all times;
- Obey all traffic rules and regulations;
- Drive defensively and anticipate driving hazards, such as bad weather and bad drivers;
- Report any accidents in which they are involved to the police and Human Resources immediately;
- Report any actual or potential revocation or suspension of your driver's license;
- Texting or using cell phones while driving is prohibited;
- Ensure first aid kits and fire extinguishers are kept in all DCP vehicles;
- All vehicles must be maintained in safe driving condition (to transport students, staff, etc.).



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- All DCP rules apply to students in the employee's car;
- Drivers are free to appropriately manage student behavior as necessary to maintain safety;
- Child restraint laws must be followed;
- No movies may be shown in vehicles;
- No side trips allowed, including gasoline stops. Please be sure to have enough gas before leaving on the trip;
- Maps and directions from DCP should be reviewed prior to leaving;
- No purchases for students should be made on the field trips or excursions including food or treats for students in the car; and
- Call the DCP office immediately if there is a problem.

Safety Belts

Safety belts must be worn by the driver and all passengers in all vehicles used for DCP business. Lap belts must be properly secured in those vehicles equipped with automatic safety systems that require the lap portion of the belt to be manually secured. Any DCP-owned vehicle in which a safety belt is inoperable cannot be used until the seat belt is repaired. Employees who discover an inoperable restraint system in a DCP owned vehicle must report the defect to Human Resources. Prompt action must be taken to replace or repair the system. If it is inoperable in a personal vehicle it must be repaired prior to transporting any individual requiring the use of that seatbelt.

Accidents while on Duty

A printed card titled "In Case of Accident" must be kept in the glove compartment or visibly posted in the vehicles driven on behalf of DCP. The card is intended to provide employees with easy access to guidance on what to do when accidents occur while they are engaged in performance of their duties. In general, the following requirements apply:

- Employees must report traffic accidents to the local police and Human Resources immediately;
- Employees involved in an accident may be requested to take a drug/alcohol test by law enforcement;
- Employees are prohibited from signing or making any statements regarding their responsibility or fault for a traffic accident that occurs while they are driving on behalf of DCP in either a DCP vehicle or a personal vehicle. Employees should avoid explaining or describing the accident to anyone except public safety personnel, their Supervisor, the Executive Director, the claims adjuster, and/or attorney for DCP insurance company;
- Employees must obtain names, addresses, phone numbers, and license numbers of the other drivers involved; and
- Employees also must collect insurance company contact information and the address and phone number of the police department where the accident report will be prepared.



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Personal Vehicle

If an employee uses their own personal vehicle for business transportation during working hours, proof of adequate insurance coverage must first be presented to the school, otherwise the employee is not considered as being on duty when using their own vehicle and the school holds no responsibility for the vehicle use. Employees are also prohibited from carrying unauthorized passengers while engaged in the performance of their duties. For the purpose of this policy, unauthorized passengers include family members, non-employees and other individuals who do not have a DCP-related reason for being transported in the vehicle. Vehicles shall not be used to transport more passengers than designated by the manufacturer. Under no circumstance may a ten (10) passenger van or larger be used to transport students unless it has been professionally retro-fitted to meet the National Transportation Safety Board's definition of a "bus."

Employees may occasionally be in a position to provide transportation for students and alumni. Students and alumni under the age of eighteen (18) should never be transported without prior written permission from a parent/guardian. Students should be transported directly to their destination, no unauthorized stops are permitted. Employees must avoid unnecessary and/or inappropriate physical contact with students at all times in accordance with DCP's Professional Boundaries: Staff/Student Interaction Policy. Employees shall never be alone with a student in a vehicle without another adult present. In the event of any accident while driving in an employee's car during the performance of their duties, the employee's personal coverage will be the primary insurance and DCP's insurance will serve solely as secondary insurance.

Responsibility

Any driver who becomes uninsurable under their personal vehicle liability insurance policy or commits a driving infraction that could potentially place the employee's legal ability to operate a motor vehicle in jeopardy must notify Human Resources within forty-eight (48) hours. Any driver who was convicted, pleads guilty or no contest, or receives any alternative sentencing program for driving while intoxicated, driving under the influence of drugs or alcohol, or any other offense involving driving while impaired, must notify Human Resources within forty-eight (48) hours of the plea, conviction or order to a sentencing program. Failure to timely report such an event is a serious infraction of DCP policy and could lead to adverse action, up to and including termination.

Any employee hired to exclusively drive on behalf of DCP and has an "disqualifying driving record" by DCP will not be considered for employment or, if already employed, will not be permitted to continue performing driving duties. Employees who are no longer able to perform driving duties due to revocation or restriction of their license by the State of California, who have an "disqualifying driving record" as determined by DCP, or who are "uninsurable" by DCP's insurance carrier will be removed from their driving position. Employees removed from their driving position may apply for other open positions; however, DCP does not guarantee that a transfer to a different position will be available. Employees will be financially responsible for any damages resulting from the prohibited use of a DCP vehicle. Employees who drive negligently or fail to comply with this policy are subject to immediate discipline, up to and including termination.



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Mobility Cost Reimbursement

Employees shall keep a mileage log of all miles driven while on DCP business while using their personal vehicle. Mileage accumulated commuting to a school site from the employee's home (or returning home from a school site) is not reimbursable.

Employees must submit a request for reimbursement of mileage at the end of every month for mileage accrued while driving on behalf of DCP. When requesting mileage reimbursement, please be sure to include a printout from Google Maps (or equivalent) verifying the amount of mileage being claimed. Mileage will be reimbursed at the current IRS rate

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