



## Administrative Regulation 7545.2 Operation of Motor Vehicles for District Purposes

**Responsible Office:** Office of Operations & Logistics, Transportation Department

### **REGULATION**

1. Use of District-Owned or Leased Vehicle
  - a. Authorization to operate a district-owned or leased vehicle is subject to:
    - i. Administrative department head's or principal's approval;
    - ii. Current State of Nevada driver's license; and
    - iii. Department of Motor Vehicles driving record check. An employee will not be allowed to transport students in district-owned or leased vehicles if s/he has been:
      1. Cited for three (3) moving violations within the past two (2) years, or
      2. Convicted of driving while intoxicated or under the influence of drugs or reckless driving within the past five (5) years.
  - b. Only district employees will be allowed to operate district-owned or leased vehicles.
  - c. Drivers and passengers shall wear seat belts at all times when in a district vehicle equipped with seat belts. The number of passengers will be limited to the number of seat belts in the vehicle.
  - d. In-state and out-of-state transportation of students:
    - i. In-state:
      1. District vehicles may be used to transport students to locations in Nevada subject to vehicle and driver availability as determined by the Transportation Department. Certain trips using vans may require the services of an assigned driver as determined by the Transportation Department.
      2. Commercial transportation may be used to transport students to locations in Nevada.
      3. Travel arrangements for all field, activity, or athletic trips and practices in which district or commercial transportation (including rental vans) is used, must be coordinated through

the Transportation Department. Refer to the Washoe County School District Handbook for Field Trips for guidelines and a travel request form.

ii. Out-of-state:

1. District vehicles may be used to transport students to out-of-state locations subject to vehicle and driver availability as determined by the Transportation Department. Certain trips using vans may require the services of an assigned driver as determined by the Transportation Department.
2. Commercial transportation may be used to transport students to locations in other states.
3. Travel arrangements for all field, activity, or athletic trips and practices in which district or commercial transportation (including rental vans) is used, must be coordinated through the Transportation Department. Refer to the Washoe County School District Handbook for Field Trips for guidelines and a travel request form.

2. Use of Personally-Owned Vehicle (Excluding Transportation of Students)

- a. Authorization (for employees who receive mileage reimbursement or compensation) to operate a personally-owned vehicle while carrying out the duties and responsibilities as an employee of the district is subject to:
  - i. Current State of Nevada driver's license;
  - ii. Automobile insurance coverage with minimum limits equal to or greater than those required by the State of Nevada.
- b. Drivers and passengers shall wear seat belts at all times when the vehicle is being used for district purposes. The number of passengers will be limited to the number of seat belts in the vehicle.
- c. When an employee drives his/her personally-owned vehicle on properly authorized school business within the scope of his/her assigned duties, his/her personal insurance would be primary coverage in the event of an accident. The school district's insurance would provide secondary coverage.

### 3. Use of Personally-Owned Vehicles to Transport Students

#### a. Employees, Volunteers, Parents, and Students:

- i. Before personally-owned vehicles may be used to transport students on district-sponsored field, activity, or athletic trips and practices, a request for the use of district and/or commercial transportation must be made to the Transportation Department. On approval of the Transportation Department, employees, volunteers, parents, and students may transport students in personally-owned vehicles to these events subject to the conditions described in No. c below.
- ii. A parent may transport his/her own child/children in cases in which district or commercial transportation is also being provided if prior written notice has been submitted in person by the parent to the school's principal or principal's designee. The parent would not be subject to the conditions described in No. c or No. g below.
- iii. Authorization for an employee, volunteer or parent to transport students on any district-sponsored field, activity, athletic trip or practice in a personally-owned vehicle is subject to:
  1. Administrative department head's or principal's approval;
  2. Current State of Nevada driver's license;
  3. Department of Motor Vehicles driving record check. An employee, volunteer or parent will not be allowed to transport students in his/her personally-owned vehicle if s/he has been:
    - a. Cited for three (3) moving violations within the past two (2) years, or
    - b. Convicted of driving while intoxicated or under the influence of drugs or reckless driving within the past five (5) years;
    - c. Automobile insurance coverage with limits equal to or greater than those required by the State of Nevada.

- iv. Students injured on district premises or at district-sponsored activities and in need of emergency medical attention should be transported in a manner consistent with Washoe County School District regulations, policies and practices relating to medical emergencies.
- v. Drivers and passengers shall wear seat belts at all times when vehicle is being used for district purposes. The number of passengers will be limited to the number of seat belts in the vehicle.
- vi. When an employee, volunteer, or parent drives his/her personally-owned vehicle to transport students on properly authorized school business within the scope of his/her assigned duties, his/her personal insurance would be primary coverage in the event of an accident. The district's insurance would provide secondary coverage.
- vii. In-state and out-of-state travel:
  - 1. In-state:
    - a. Students may be transported in personally-owned vehicles to locations in Nevada subject to the conditions described in No. a on preceding page.
    - b. Travel arrangements for all field, activity, or athletic trips and practices in which personally-owned vehicles are used, must be coordinated through the Transportation Department. Refer to the Washoe County School District Handbook for Field Trips for guidelines and travel request form.
  - 2. Out-of-state:
    - a. Students may not be transported on out-of-state trips in any personally-owned vehicle.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

- 1. This policy reflects the goals of the District's Strategic Plan.

2. This administrative regulation complies with Board Policy 7545, Transportation of Students.
3. This policy complies with Nevada Revised Statutes (NRS) 392, Pupils, and specifically:
  - a. NRS 392.300 – 392.410, Transportation
4. This administrative regulation complies with the U.S. Department of Transportation guidelines related to school buses, and specifically:
  - a. Federal Transit Administration
  - b. National Highway Traffic Safety Administration

**REGULATION HISTORY**

Date	Revision	Modification
4/15/1987	1.0	Adopted
5/12/1992	2.0	Revised:
11/11/1997	3.0	Revised:
3/10/1998	4.0	Revised: