

## RESPONSIBILITY FOR VEHICLE OPERATION

### SCHOOL BOARD-OWNED OR LEASED VEHICLES

The Livingston 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. Such employees shall be at least twenty-one (21) years of age, with limited exceptions evaluated on a case-by-case basis. *Authorized employees* shall be those employees whom the school system has authorized to drive School Board-owned or leased vehicles after having their driving record and insurance qualifications examined for acceptability by School Board staff.

The Livingston Parish 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.

Any employee of the school system employed for any position which includes duties involving the operation of a School Board owned or leased vehicle and who is required to

have a Commercial Driver's License (CDL) shall report by telephone and in writing to the Transportation Supervisor, any citation, summons, or arrest for driving while under the influence of drugs or alcohol, driving while intoxicated, leaving the scene of an accident, driving while license is suspended, or other serious motor vehicle violations. Such report shall be required whether the usage is of a district owned or leased vehicle or a personal/private vehicle. Failure to report any such violations within twenty-four (24) hours after any arrest or citation shall be a violation of this policy and subject the employee to discipline including the possible termination of employment. All reports to the Supervisor of Transportation shall be forwarded to the personnel office for appropriate disciplinary action and reporting to the School Board's insurer. If denied coverage by the insurer, an employee may be terminated.

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 Transportation Supervisor shall, at a minimum of twice 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: September, 2010  
Revised: March, 2018

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; Louisiana School Transportation Specifications and Procedures, Bulletin 119, Louisiana Department of Education; Board minutes, 10-21-10.