

DISTRICT-OWNED VEHICLES

Drivers' Eligibility

An APS driver's permit is required to operate all APS vehicles. For the purposes of this directive, an "APS vehicle" is defined as any motorized vehicle that will be used on public streets and/or school grounds that is owned, leased, or otherwise operated by APS.

APS driver's permits will be issued by the Risk Management department and require a valid New Mexico driver's license, necessary endorsements and successful completion of defensive drivers training.

The Risk Management Department will conduct a Motor Vehicle Department check on the validity of each driver's license.

- A. Checks will be conducted:
 - 1. Upon initial assignment of, or authorization to use an APS Vehicle;
 - 2. At least once every year thereafter.
- B. Risk Management will notify the appropriate Director (or immediate supervisor in the case of a Director) of any driver who has his or her license suspended or revoked.

No driver will be allowed to operate an APS Vehicle if:

- A. The person's driving license is currently suspended, revoked, or otherwise disqualified;
- B. The person has pled or been found guilty (including pleas of nolo contendere) of any of the following:
 - 1. Any DUI/DWI conviction within the past 3 years;
 - 2. Any conviction for reckless or careless driving within the past 3 years;
 - 3. Any conviction for homicide resulting from the operation of a motor vehicle; or
 - 4. Causing a fatal accident as the result of operating a motor vehicle;
- C. There has been a judicial finding or decree of juvenile delinquency in the past 3 years as a result of any of the conduct described in paragraph B above; or
- D. The person has more than 3 tickets for moving violations in the last 2 years.

Should an employee who is required to operate an APS vehicle in performance of job duties become ineligible because of item B, C, or D above, the employee shall be removed from his/her position. The employee is free to apply for a position within APS that does not require the operation of a motor vehicle that he/she may otherwise qualify for and can perform the essential functions of. The district is not responsible to create a position or to move an employee into a position he or she is unqualified for.

Driver's License Suspension

Drivers must report suspension or revocation of their driver's license to their supervisor immediately.

Should an employee have his/her driver's or chauffeur's license suspended or revoked for whatever reason, and it is necessary that the employee operate an APS vehicle in performance of job duties, the following procedures will be performed in sequence.

- A. At the first infraction, the supervisor will conduct a conference with the employee and will also provide written notification that the employee is in a progressive discipline situation which could lead to termination.
 - 1. The employee will be transferred to another position that does not require operating an APS vehicle that the employee is otherwise qualified for. Transfer may be to a lower-level position.
 - 2. If no position is available or acceptable, the employee will be suspended without pay for as long as the situation exists. Maximum allowed time: 120 calendar days from the date of license suspension. After 120 days the employee will be terminated.
 - 3. The supervisor may encourage the employee to contact the Employee Assistance Program for counseling and referral.
- B. At the second infraction, the employee will be discharged immediately.

- C. Supervisors involved in these situations will keep the appropriate Human Resources administrator informed.

Driver Requirements

All drivers of APS vehicles must complete the Defensive Driver Course, and periodic refresher training. Failure to attend the Defensive Driver Course will result in suspension of APS vehicle driving privileges until the training is completed.

Each authorized driver must have a fuel key assigned by Fleet Management.

The driver and all passengers shall use their seat belts any time the vehicle is moving.

The driver shall obey all applicable traffic laws. Failure to obey traffic laws may be grounds for disciplinary action.

Drivers shall refrain from using cellular telephones while driving. Drivers shall pull over and stop to make and receive phone calls unless the phone is equipped with hands-free microphone and speaker.

Smoking is not permitted in APS vehicles.

Drivers and passengers shall neither be under the influence of, nor carry in their possession, alcohol or any controlled substance while in APS vehicles.

A bi-weekly inspection must be done on all vehicles using forms provided by Fleet Management. Copies of inspection reports must be submitted to Fleet Management

All vehicle accidents must be immediately reported to your supervisor, Risk Management, and to Fleet Management.

Drivers of district-owned vehicles will be tested for drugs and alcohol following motor vehicle accidents that result in: (1) a fatality (a fatality means any injury which results in the death of a person as a result of an accident); (2) injury to a person requiring immediate treatment away from the scene of the accident; or (3) disabling damage to a vehicle requiring it to be towed from the scene.

Drivers must report to their supervisor any citations or tickets received while in an APS vehicle. Drivers are responsible to pay any fines associated with citations or tickets received while in an APS vehicle – district funds shall not be used to pay fines.

Take Home Vehicles

The School Police Department is the only Department authorized to assign take-home vehicles.

Cross Ref.: Board Policy E.01, E.04

Procedural Directive Employee Drug and Alcohol Testing

APS Driver/Operator Responsibilities Guide for APS Vehicles, Equipment and Related Equipment

Legal Ref.: OSHA 1910 General Duty Clause, Equipment Operators Standard, Driver's Standard
DOT Comprehensive Driver's License Law

NSBA/NEPN Classification: EEBA

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