

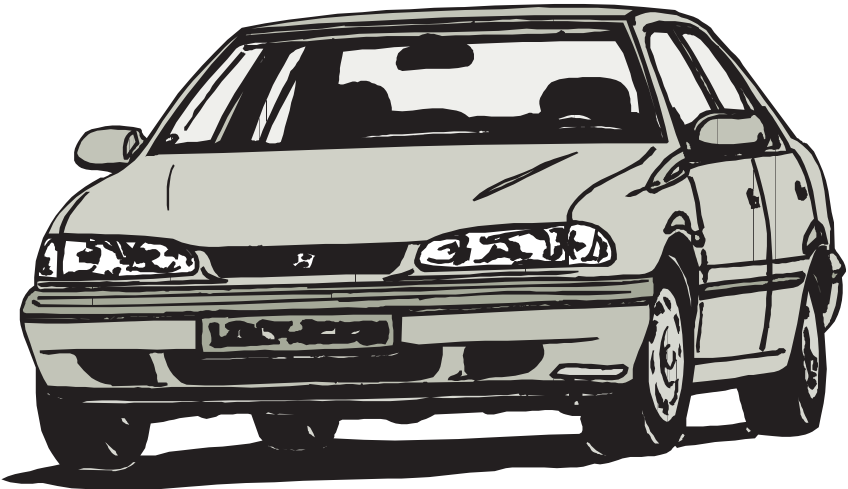


**North Coast Schools'  
Insurance Group**

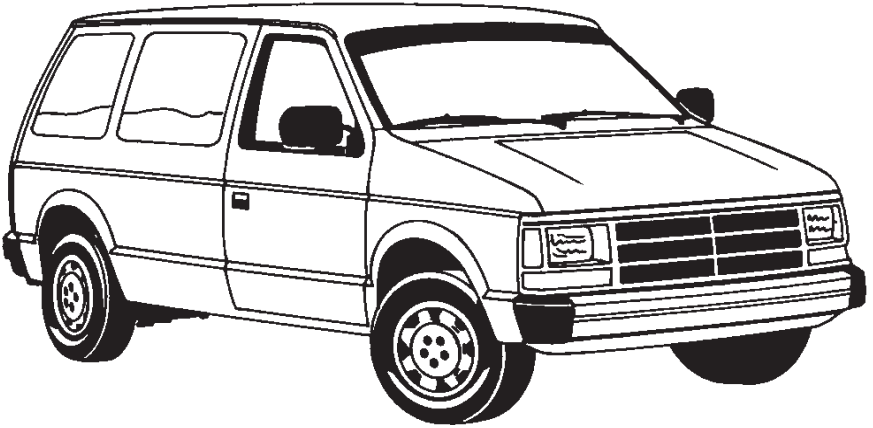
---

# **DISTRICT VEHICLES BEST PRACTICES**

---



# **STUDENTS TRANSPORTED HOME-SCHOOL IN VANS**



**GOAL – FOR STUDENTS WHO ARE PROVIDED  
TRANSPORTATION BY THE DISTRICTS TO  
HAVE AS SAFE AS POSSIBLE  
TRANSPORTATION**

## **BEST PRACTICES - DRIVER**

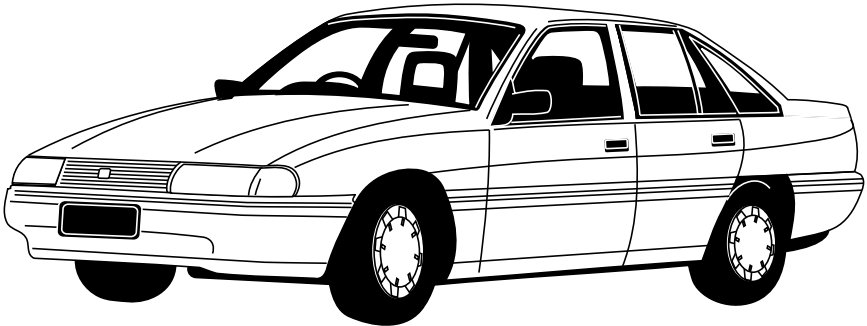
- District Employee
- Licensed School Bus Driver
- If not a Licensed School Bus Driver, then have received training in driving a van
- If not a Licensed School Bus Driver, document the following:
  - 1) Received training in driving a van
  - 2) Participant in the DMV pull notice program or a DMV H6 driving record document (within the last six months)

## **BEST PRACTICES - VEHICLE**

- Prior to use Inspection
- 90 day/3,000 miles Inspection/Maintenance (see page 4)
- Records of service on file
- Check in/out procedure (see page 5)
- Contain first aid kit and emergency equipment

# **DISTRICT VEHICLES EMPLOYEE DRIVERS**

(Maintenance, Food Service, Nurses, Psychologists,  
Technical Services, Teachers, Administration, Support Staff)



## **GOAL – PROVIDE SAFE VEHICLES & SKILLED DRIVERS**

### **BEST PRACTICES - DRIVER**

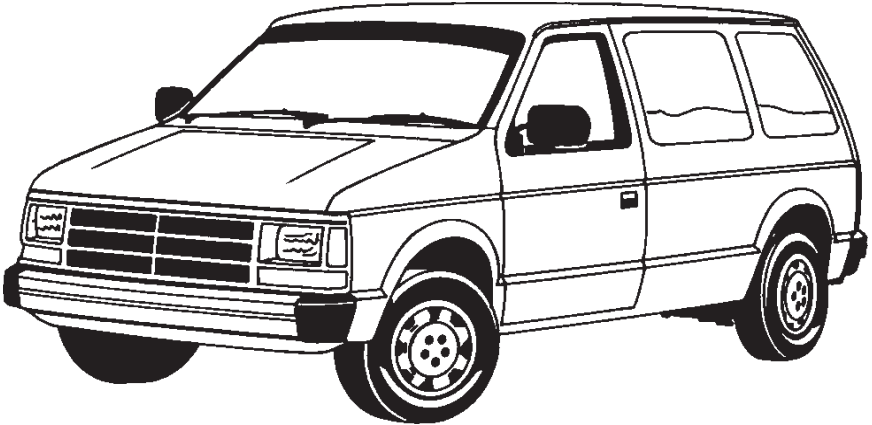
- Received training in safe vehicle operations
- Maximum on-duty time not to exceed a total of 16 hours worked in one day (i.e. teaching, coaching, etc. and driving)
- Participant in the DMVpull notice program or DMV H6 driving record document (annually)

### **BEST PRACTICES - VEHICLE**

- Prior to use Inspection
- Maintenance every 3,000 miles (see page 4) or per vehicle manufacturer recommendations
- Check out/in procedure (see page 5)
- Contain first aid kit and emergency equipment

# **DISTRICT VEHICLES NON-EMPLOYEE DRIVERS**

(Volunteers with or without students)



## **GOAL – PROVIDE SAFE VEHICLES & SKILLED & COURTEOUS DRIVERS REPRESENTING THE DISTRICT**

### **BEST PRACTICES - DRIVER**

- Fingerprinting
- Participant in the DMV pull notice program or DMV H6 driving record document (within the last six months)
- Sign a Code of Conduct Agreement

### **BEST PRACTICES - VEHICLE**

- Prior to use Inspection
- Maintenance every 3,000 miles (see page 4) or per vehicle manufacturer recommendations
- Check out/in procedure (see page 5)
- Contain first aid kit and emergency equipment

### **PASSENGERS**

- Informed consent from parents that a district vehicle is being driven by a non-district driver

# Preventive Maintenance – 90 day/3,000 mile

Vehicle # \_\_\_\_\_

Make & Model \_\_\_\_\_

License # \_\_\_\_\_

Required = \*

Checked = ✓

Serviced = X

Not Serviced or Checked = —

	Date & Miles					
*Brakes – pedal travel & lining wear						
*Parking Brake – operation						
*Tires – air pressure & tread condition						
*Wheels & Lug Nuts						
*Fluid Levels & Leaks						
*Belts & Hoses						
*Steering & Suspension						
*Seats Secured						
*Seat Belts Operable						
Exhaust for Leaks						
Battery Condition						
Wiper Blades						
	Signature					

# VEHICLE CHECKOUT

VEHICLE NUMBER	SEATING CAPACITY
ODOMETER START	FINISH
REQUESTED BY	
DATE/TIME LEAVE	DATE/TIME RETURN
DRIVER'S NAME	DESTINATION

## CHECK OUT    CHECK IN

		GENERAL BODY CONDITION
		LIGHTS
		WIPERS
		HEATERS
		BRAKES
		CHAINS
		FIRST AID KIT
		STEERING ( <i>excessive play</i> )
		INTERIOR CLEANLINESS
		SEAT BELTS
		SEATING SECURED
Note defects:		

<p><b>YOU ARE RESPONSIBLE FOR THE SAFE OPERATION OF THIS VEHICLE</b></p> <p><b>NO SMOKING OR TOBACCO PERMITTED IN VEHICLES</b></p> <p><b>ALL OCCUPANTS MUST WEAR SEATBELTS</b></p> <p><b>PLEASE RETURN FREE OF TRASH</b></p>
--

DRIVER'S SIGNATURE: \_\_\_\_\_

© North Coast Schools Insurance Group 2003

Printed by the Humboldt County Office of Education • 3/06 • 100 • NCSIG/District Vehicles