Administrative Regulation

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DRIVERS, REQUIREMENTS

A. Drivers, for purposes of this regulation, may be classified generally into three categories:

1. Category one. Drivers whose main function is to drive school owned/leased vehicles as a part of their job (example: REMC driver); or who regularly--on a daily or almost daily basis--use school owned/leased vehicles in their work (example: certain custodial/maintenance employees).

2. Category two. Drivers who frequently use school owned/leased vehicles or their privately owned vehicles on school business (example: a special education consultant who may transport pupils for testing or examinations at least once a week).

3. Category three. Drivers who occasionally use school owned/leased vehicles or their privately owned vehicles on school business. Occasionally is defined as less frequently than an average of once a week.

B. 1. Drivers in the first category (A.1., above) are required by law to have a currently valid Michigan chauffeurs license. Drivers in the other categories must have a currently valid Michigan motor vehicle operator's license.

2. Drivers in categories one and two will present their licenses to the human resources office, where a photocopy will be made and a record kept of the current licensing status, including any restrictions, of each driver. It shall be the responsibility of each supervisor to advise the director of human resources, of all drivers under their supervision in categories one and two.

3. The director of human resources, will make an annual check with the Driver Records Division, Secretary of State's office, on the driving record of each driver whose license is so recorded.

4. He/she may make rechecks on individual drivers at his discretion if he has reason to believe that any driver is no longer validly licensed.
5. He/she may also request a copy of the license of any driver in category three (1.c., above), and similarly check his/her driving record.

6. It shall be the responsibility of each driver in categories one and two to notify the human resources office of any revocation or suspension of their driver's license or cancellation or lapse of their vehicle insurance.

7. He/she shall recommend to the superintendent that any driver who is not licensed be denied authorization to drive, and the superintendent shall so direct.

C. 1. Drivers are required to report to their immediate supervisor, at the earliest possible moment, any accidents they are involved in or violations with which they are charged while driving either a school owned/leased vehicle or their private vehicle on school business, and the outcome of any trial or hearing on such violations.

2. The superintendent may direct that the driving privileges of a school employee be temporarily suspended pending the outcome of an accident investigation or while awaiting trial on charges of violations, which would result in disqualification of a driver to drive.

3. Drivers who are unable to perform their normal and usual duties as a result of a denial of driving privileges under this policy may be reassigned to another position for which they are qualified; or if they are not qualified to perform in any other position, they may be discharged.

D. Drivers driving school district owned/leased vehicles have primary insurance coverage under the school district's policy.

E. 1. Drivers transporting pupils or other staff in their privately owned vehicles have liability insurance coverage as follows under Michigan's no fault insurance law:

   a. Primary coverage lies with the passengers' own auto insurance. In the case of minor pupils, the parents' or guardians' insurance is primary.

   b. The driver's personal auto insurance coverage is secondary.
c. The school district's fleet insurance policy, through its employee non-owned vehicle rider, and ultimately, the school district's umbrella liability insurance policy, provide backup coverage in the absence of either a. or b., above; or in the event of claims in excess of the limits of the policy(ies) in a. and/or b.

F. Drivers using their privately owned vehicles on school business shall have at least the minimum auto insurance coverages currently in force that are required by Michigan law. The director of human resources, shall require proof of insurance from drivers in categories one and two, and may request such proof from drivers in category three at his/her discretion.

ADMINISTRATIVE REGULATION

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