

Motor Vehicle Safety Policy

Parkview Baptist School

School Buses • School Vans • Personal Vehicles

This policy explains who may drive for Parkview, how to keep vehicles and passengers safe, and what to do if an accident or other problem occurs. Before driving for the school, complete the application at the end and receive written approval.

1. Purpose of Policy

We want every school trip to be safe for students, employees, volunteers, and others on the road. This policy explains how we approve drivers, choose vehicles, keep passengers/students safe, and handle accidents or transportation concerns.

2. Applicability

These guidelines apply to anyone driving for Parkview, including employees, coaches, substitutes, volunteers, and parents. They cover school buses, vans, and personal vehicles, whether owned, leased, rented, borrowed, or provided by the church or school. They apply on and off campus, including field trips, athletic events, school errands, and other approved travel.

3. Definitions

3.1 Authorized Driver

An authorized driver that has completed the application, met the requirements of this policy, received school approval, and has been added to the School Approved Drivers List.

3.2 Unauthorized Driver

An unauthorized driver has not been approved, has an expired or suspended approval, or whose driving privileges have been restricted, suspended, or revoked for any reason. Being an employee, coach, or parent, having vehicle keys, or holding a valid license does not by itself give permission to drive for Parkview. A driver must receive authorization and have their name on the School Approved Drivers List before driving a school vehicle or transporting students.

4 Driver Qualification Requirements

4.1 Minimum Eligibility

The following are proposed Parkview minimum requirements. Drivers must also meet applicable legal requirements:

- Be at least 21 years old and have at least three years of licensed driving experience.
- Have a valid license for the vehicle you will drive, with all required endorsements and no restriction that prevents the planned use.
- Turn in your application, a license copy, required screening permission, and personal vehicle insurance information if needed.

- Have an acceptable DMV driving record when first applying. Complete the school mandated reporter screening required for your role and contact with students.
- Be able to drive safely, with reasonable accommodation when appropriate. Do not drive if alcohol, drugs, fatigue, illness, or medication affects your ability. Provide required medical certification for driving roles that require it.

Bus drivers must have the correct commercial driver's license (CDL), required passenger and school bus endorsements, required training, and medical qualification. Follow any air-brake restrictions on your license. A van or other vehicle may also require a CDL or different license class based on its design, weight, use, and passenger capacity. Carrying fewer passengers does not remove a licensing requirement.

4.2 Driving Record Standards

Driving record means your official driving history from the DMV — Department of Motor Vehicles — or the licensing agency in the state that issued your license.

The school reviews the last five (5) years of your DMV driving history. A suspended, revoked, or disqualified license, or a restriction that prevents the assigned driving, makes you ineligible. The proposed standards also make a driver ineligible for:

- A conviction in the last five years for impaired driving, reckless driving, racing, leaving an accident scene, vehicular homicide, or using a vehicle to commit a felony.
- Three or more moving violation convictions, two or more preventable accidents, or a combined total of three within the last three years.

A pending serious driving charge requires a pause in school driving while it is reviewed. No exception may override the law or an insurance restriction. Stricter bus-specific requirements apply to bus drivers.

4.3 School Approved Drivers List

Human Resources keeps the approved drivers list, including vehicle types, permission to transport students, dates, and limits. Approval lasts up to one year and ends sooner if your license, required medical qualification, or required insurance expires. Supervisors must check the list before assigning a trip or handing out keys. Report any change that affects your eligibility immediately and stop school driving until cleared.

5. Vehicle Operation Standards

5.1 Compliance with Law

Follow traffic laws, speed limits, school-zone rules, and rules for your vehicle wherever you travel. Slow down for weather or poor visibility, leave a safe following distance, and drive defensively. Never drive under the influence of alcohol, cannabis, illegal drugs, or anything that affects safe driving.

Do not speed to keep up with other vehicles. When leaving the driver's seat, set the parking brake, secure the vehicle, and keep the keys under control.

Bus drivers must follow required procedures for railroad crossings and student loading and unloading. Use designated safe stops. Account for students and check the area around the bus before moving.

5.2 Seat Belt Use

Everyone must correctly use the seat belts provided for the entire trip. Each person needs their own approved seat. No shared belts, standing, or riding in cargo areas. In cars and vans, use the proper child safety seat or booster for the child's age and size, following the law and manufacturer instructions.

Use all passenger restraints installed on a bus. A bus legally built without passenger belts may be used only after the school confirms that it meets requirements and approves its capacity. Keep students fully seated within the seat area, with aisles and exits clear. Provide and correctly install required restraints for young children and students with disabilities.

5.3 Electronic Device Restrictions

While driving or stopped in traffic, do not hold or operate a phone, text, email, use social media, record video, or make personal calls, even hands-free calls. Set navigation before leaving. A mounted navigation display may give directions if it does not block your view. Park safely before using a device or changing settings.

5.4 Vehicle Condition

Before each trip, check tires, lights, brakes, mirrors, windshield, wipers, restraints, fluids, and any emergency exits. Check registration, insurance, required inspections, emergency supplies, and maintenance. Record bus and van checks before the trip and any problems afterward.

Secure bags and equipment. Keep exits clear and stay within passenger and weight limits. Report problems promptly. An unsafe vehicle must stay out of service until repaired and cleared. School vehicles need scheduled maintenance and recall checks. Personal vehicle owners must keep their vehicles safe and report known defects or safety recalls before use.

6. Use of Personal Vehicles for School Purposes

Before using your own vehicle, receive supervisor approval. Provide your license, registration, and insurance documents identifying the vehicle. Proposed minimum liability coverage is \$100,000 per person and \$300,000 per accident for bodily injury, plus \$100,000 for property damage, or a \$300,000 combined single limit. Follow any higher limits required by the school's insurer.

To carry students in your own vehicle, you also need specific written school approval, written parent or guardian permission for the arrangement, proper seats and restraints, and an approved student list. Parent permission alone is not enough. Do not transport students on motorcycles, in open-bed vehicles, or in vehicles without proper passenger protection. Drivers pay their own traffic fines.

7. Field Trips

Before arranging transportation, the trip sponsor must receive division head or administrator approval. Provide the destination, route, departure and return times, assigned drivers and vehicles, student list, chaperones, parent permissions, emergency contacts, accessibility needs, and emergency plan. Check driver approval and vehicle suitability before leaving. Get new approval if a driver, vehicle, or destination changes.

Vans need specific approval for their capacity and use. Under the proposed school standard, conventional 12- or 15-passenger vans without school bus safety certification may not carry students.

8. Transporting Students

Carry only approved passengers on the trip list. Count students and record the count when boarding, at every stop, and after final unloading. Explain behavior, seat belt, and evacuation expectations. Have enough chaperones to supervise students so the driver can focus on the road.

Avoid having one adult drive one student alone. Any necessary exception needs advance administrator approval, and parent permission. Follow Parkview's student handbook guidelines.

Never leave a student unattended in a vehicle. After every trip, physically check every row and seating area from front to back for remaining students and record the check. Drop students off only at approved locations with authorized faculty or staff.

9. Accident and Incident Reporting

9.1 Reporting Requirements

Report every accident, injury, property damage event, breakdown, unsafe condition, near miss, or student transportation concern during school business, even if it seems minor or was not your fault. Immediately report a student miscount, a student left in a vehicle, a restraint failure, or an unauthorized pickup or release.

Stop safely, secure the vehicle, and keep passengers away from traffic. Call 911 for injuries, danger, or an emergency. Contact police when required and follow their directions about moving the vehicle. As soon as it is safe, notify the supervising administrator and Human Resources. If they are unavailable, contact the school office or administrator on duty. Do not wait for school approval to get emergency help.

Send a written report to Human Resources and the responsible administrator by the end of the next business day unless an emergency prevents it. Send what you know first and add missing details later. Include the time, location, driver and vehicle information, passenger list, injuries, what happened, witnesses, safe-to-take photos, other parties' insurance details, and police report number. Exchange required information, but do not admit fault, promise payment, or sign a settlement. Do not post incident details or student pictures online.

Immediately report a suspended, revoked, or disqualified license, canceled insurance, or anything that makes driving unsafe. Do not drive for the school until cleared. Report new tickets, driving-related arrests or charges, and off-duty accidents that could affect your eligibility within one business day. Follow any legal or CDL reporting deadline that is shorter.

9.2 Post Incident Procedures

The supervising administrator will account for students, arrange medical care and approved replacement transportation, and notify parents. Human Resources and the business office will notify insurers and agencies as required, save records and relevant recordings, and review what happened. Child protection reporting requirements still apply.

Keep a damaged or unsafe vehicle out of service until it is checked and cleared. The school may pause your driving approval during the review. Human Resources will arrange lawful drug or alcohol testing when required after an accident, using the testing program's rules and deadlines. Testing is not automatic for every minor event. Human Resources will also handle required notices.

10. Policy Violations

Not following these guidelines may lead to an immediate pause or loss of driving approval, additional training, or employee discipline up to termination, following school procedures. Volunteer and parent drivers may be removed from approved service. Driving without approval, giving false information, impaired driving, unsafe student transportation, and failing to report an incident are serious violations. No supervisor may ask a driver to break these rules. If a trip is unsafe, stop and ask for help promptly.

Appendix A Driver Application Form

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Everyone applying to drive for Parkview must complete this form and send it securely to Human Resources with the required documents. Wait for written approval before driving. Add pages if you need more space.

About you and the driving you plan to do

Full legal name _____

Status ☐ Employee ☐ Coach ☐ Volunteer ☐ Parent ☐ Other _____

Phone _____ Email _____

Mailing address _____

City _____ State _____ ZIP _____

Date of birth _____ Years of licensed driving experience _____

Emergency contact _____ Phone _____

Requested vehicles ☐ School bus ☐ School van ☐ Personal vehicle

☐ Rental or borrowed vehicle ☐ Other _____

Will you transport students? ☐ Yes ☐ No

Why and how often will you drive? _____

Your license and driving experience

License number _____ Issuing state _____

Class _____ Expiration _____ Endorsements _____

Restrictions _____

States licensed during the past five years _____

Bus or van driving experience and training _____

For bus or other regulated drivers only

Medical certificate expiration _____ Bus training date _____

Provider _____ Additional credentials _____

Attach a clear copy of your license and any required training or medical qualification documents. Send sensitive medical information separately as Human Resources directs.

Driver Application Form

Parkview Baptist School • Page 2 of 3 • Driving history and personal vehicle

Applicant name _____

Driving history

Answer for the last five years unless the question asks about your status. Include pending matters accurately. A disclosure does not mean you are guilty or that your application will automatically be denied.

Is your license currently suspended, revoked, expired, or disqualified? ☐ Yes ☐ No

Has your license been suspended, revoked, or restricted in the past five years? ☐ Yes ☐ No

Have you received any moving violation tickets or convictions in the last five years? ☐ Yes ☐ No

Have you been involved in any motor vehicle accidents in the past five years? ☐ Yes ☐ No

Have you had a conviction or pending charge for impaired driving, reckless driving, racing, leaving an accident scene, vehicular homicide, or a vehicle-related felony? ☐ Yes ☐ No

Have school or employer driving privileges or auto insurance been denied, canceled, or restricted because of driving history? ☐ Yes ☐ No

For each Yes, give the date, location or jurisdiction, what happened, and the outcome or pending status. For accidents, include any fault determination if known. Add pages if needed.

Your personal vehicle if you plan to use it

☐ Not applicable Owner name _____

Year _____ Make _____ Model _____

Plate and state _____ VIN _____

Passenger seats excluding the driver ____ Working seat belts _____

Registration expiration _____ Required inspection status _____

Insurance company _____ Policy number _____

Policy expiration _____ Agent phone _____

Liability limits Bodily injury per person _____ Per accident _____

Property damage _____ OR combined single limit _____

Has your insurer confirmed coverage for school use and student transport, if requested?

☐ Yes ☐ No ☐ Waiting for confirmation

Attach proof of coverage and confirmation.

Driver Application Form

Parkview Baptist School • Page 3 of 3 • Acknowledgment and school review

Applicant name _____

Your agreement

The information I provided is accurate and complete to the best of my knowledge. I have read this policy and agree to follow the rules for seat belts, electronic devices, student supervision, vehicle checks, and reporting. I will wait for written approval and drive only approved vehicles on approved trips. I will tell Human Resources about changes that affect my eligibility. I will not drive with an invalid license, expired required insurance, an unsafe vehicle, or anything that affects my ability to drive safely.

I understand that the school may limit, pause, or end my driving approval. I agree to complete required training and provide the information and separate permission forms needed for lawful driving record checks. This agreement does not release anyone from liability or replace legally required consumer report disclosures, permission forms, or notices.

Applicant signature _____ **Date** _____

School use only

Check these items before approving a driver

- Application and license checked; age and driving experience confirmed.
- License class, endorsements, restrictions, and required medical qualification checked for the requested vehicles.
- Required orientation, vehicle training, and student protection training completed.
- Personal vehicle registration, insurance limits, covered use, and safety checked, if applicable.

Decision ☐ Approved ☐ Approved with restrictions ☐ Denied ☐ Pending

Approved vehicles ☐ Bus ☐ Van ☐ Personal ☐ Rental or borrowed

Specific vehicle or class limitations _____

Student transportation ☐ Approved ☐ Not approved

Restrictions or reasons _____

Approval date _____ Approval expiration _____

Human Resources reviewer _____ Date _____

Approving administrator _____ Date _____

Entered on approved list by _____ Date _____