



Student Transportation

Governance Council Policy 2014.3

The safe operation of our motor vehicles is one of the highest priorities at Golden Eagle Charter School. For this reason, we have developed the following policy.

Though it is not the intent of Golden Eagle Charter School to police operators of Charter School, or personal, vehicles or to invade privacy of employees, it is necessary to establish a basis for determining safe operating standards for drivers. The following shall apply to all persons operating Charter School vehicles or operating their own vehicles to transport students and/or others for any reason or for Charter school business:

I. Employees or Volunteers

1. Golden Eagle Charter School will enroll in the California Department of Motor Vehicles employer pull notice program. Through this program, the School will be able to review employee Motor Vehicle Records periodically and upon notice of new violations. Volunteers are responsible for providing their own Motor Vehicle Records to the School.
2. Employee or volunteer must have a valid drivers license at all times when operating a Charter School vehicle, or their own personal vehicle, when used for student transportation or school business.
3. The director or designee will review with the employee the Motor Vehicle Record of any employee or volunteer whose record reveals the following:
 - Two (2) or more moving violations;
 - One (1) at-fault accident and (1) moving violation;
 - Three (3) or more seat belt violations.

Employees or volunteers meeting any of the above criteria may be subject to a verbal warning status (document attached).

4. The director or designee will review with the employee or volunteer the Motor Vehicle Record of any employee or volunteer whose record reveals the following:
 - Three (3) or more moving violations and/or at fault accidents (i.e. includes 2 moving violations and 1 at-fault accident or combination thereof);

Those employees or volunteers meeting any of the above criteria may be placed on probationary status (document attached for review). All employees are subject to the Department of Motor Vehicles Employer Pull Notice Program which informs the Charter school of violations or accidents which have occurred. If notification of a moving violation and/or at-fault accident occurs while on probationary status, the employee may be placed in a non-driving position or prohibited from transporting students or driving school vehicles.



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5. Employees or volunteers that accumulate 2 or more at-fault driving accidents during the course of 12 months may have their Charter School driving privileges revoked. Employees in driving positions may be placed in a non-driving position pending availability.
6. Employees or volunteers convicted of Major Citations* may not be permitted to transport students or operate any School vehicle. For employees in driving positions, after review by the director or designee, if it is determined that a non-driving position is not available, termination may result.
7. Seatbelts are an essential element of our driver safety policy/procedures. To emphasize seatbelt awareness, two (2) seatbelt violations while driving students or GECS vehicles will equate to one (1) moving violation.
8. If the semi-annual review of Motor Vehicle Record reveals major Citations* in other than Charter School vehicles, citations for failure to appear, or at-fault accident, the director or designee shall review and determine if the employee or volunteer should be permitted to continue to transport students or operate GECS vehicles.
9. Driving passengers that are not students or GECS employees in Charter School vehicles either during or after normal business hours can be a major liability to the School. Therefore, no Golden Eagle Charter School employees are allowed to transport passengers that are not GECS students or employees in any School vehicles unless prior approval by the director is granted.
10. Only authorized employees are allowed to operate the Charter School vehicles and they are for charter school business use only, unless prior verbal approval has been granted by the director.
11. For employees or volunteers who drive their personal vehicles for student transportation, Golden Eagle Charter School requires that the employee or volunteer carry insurance amounts and coverage:

Automobile Liability - \$100,000 per person; \$300,000 per occurrence
Property Damage - \$50,000 per occurrence
Medical Payments - \$5,000 per person

In the event of an accident, the employee's or volunteer's insurance coverage acts as the primary insurance coverage for damages. Evidence of this insurance as well as a copy of the employee's or volunteer's current motor vehicle report (MVR) must be kept on file and updated upon insurance and license renewals.



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- * For the purpose of this policy, Major Citations includes, but is not limited to:
- Driving Under the Influence of Drugs or Alcohol
 - Failure to Stop for an Accident
 - Homicide, manslaughter or assault arising out of the operation of a motor vehicle
 - Driving with a Revoked or Suspended License
 - Possession of an Opened Container of Alcohol in a Vehicle
 - Speed Contest
 - Drag or Highway Racing
 - Attempting to Elude a Police Officer
 - Hit and Run
 - Reckless Driving

II. Potential Employees in Driving Positions

12. Applicant shall have valid, current California Drivers License for the type of vehicle driven to be eligible for employment in a driving position.
13. Applicant will provide a current original DMV Motor Vehicle Record as part of the employment application process. Golden Eagle Charter School may request a Motor Vehicle Report from a business insurance carrier as part of employment screening process.
14. Applicants whose Motor Vehicle Record (MVR) has two (2) or more at-fault accidents or moving violations (or combination thereof) within a twelve (12) month period of time may not be eligible for employment. Additionally, applicants with three (3) or more at-fault accidents or moving violations (or combination thereof) appearing on their MVR report may not be eligible for employment.
15. Applicants whose Motor Vehicle Record includes report of any major citations* may not be eligible for employment.

I HAVE READ AND UNDERSTAND THE DRIVER POLICY AND AGREE TO ITS TERMS.

Sign	Employee or Volunteer	Date	
Complete	Driver's License #	State	
Sign	Director or Designee	Date	



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Verbal Warning

(Applicable for Employees or Volunteers with Two (2) Moving Violations)

The safe operation of Motor Vehicles is imperative to the safety of our employees, volunteers and students as well as the public.

The director or designee of our Charter School has reviewed your Motor Vehicle Record and provided you with a copy.

If you disagree with the information provided, you have been given the opportunity to go to DMV within 30 days of notification, correct the information and give us an updated/corrected copy of your Motor Vehicle Record.

The information contained in your Motor Vehicle Record is of concern to our Charter School with respect to your ability to drive safely.

By signing this form, you are aware that you have been placed on a verbal warning status until the next review of your Motor Vehicle Record. Should the next review uncover further violations/accidents, your status may change to probationary. In addition, you are not authorized to transport any person other than an employee or student in a Charter School vehicle.

I HAVE READ AND UNDERSTAND THE CHARTER SCHOOL STUDENT TRANSPORTATION POLICY AND AGREE TO ITS TERMS.

Sign _____ Date _____
Employee or Volunteer

Complete _____ State _____
Driver's License #

Sign _____ Date _____
Director or Designee



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Probation Notice

The safe operation of Motor Vehicles is imperative to the safety of our employees, volunteers and students as well as the public.

The director or designee of our Charter School has reviewed your Motor Vehicle Record and provided you with a copy.

If you disagree with the information provided, you have been given the opportunity to go to DMV within 30 days of notification, correct the information and give us an updated/corrected copy of your Motor Vehicle Record.

The information contained in your Motor Vehicle Record is of concern to our Charter School with respect to your ability to drive safely.

As defined in Golden Eagle Charter School’s Student Transportation Policy, those employees with three (3) or more citations or or one (1) at-fault accidents, are placed on probationary status and will be subject to having their Motor Vehicle Record reviewed as often as the director or designee feels necessary. We are doing this to assure that improvement in driving habits is achieved so that serious injuries and property damage can be avoided. Probationary status will remain in effect for a minimum period of twelve (12) months from the date noted below. At that time management will review driving status with the employee or volunteer for consideration to be placed back into verbal warning status. (In addition, you are not authorized to transport any person other than an employee or student in a Charter School vehicle.)

If notification of a moving violation and/or at-fault accident occurs while on probationary status, an employee may be placed in a non-driving position or be subject to termination at director or designee’s discretion. Please note, there are very limited non-driving positions available in the Charter School and if an employee is excluded from your Charter school driving activities due to their Motor Vehicle Record, we may not have a position for them.

By signing this form, you are aware that you have been placed on a probationary status until the next review of your Motor Vehicle Record. Should the next review uncover further violations/accidents, your Charter School driving privileges may be revoked.

I HAVE READ AND UNDERSTAND THE CHARTER SCHOOL STUDENT TRANSPORTATION POLICY AND AGREE TO ITS TERMS.

Sign	_____	Date	_____
	Employee or Volunteer		
Complete	_____	State	_____
	Driver’s License #		
Sign	_____	Date	_____
	Director or Designee		



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Suspension Notice

The safe operation of Motor Vehicles is imperative to the safety of our employees, volunteers and students as well as the public.

The director or designee of our Charter School has reviewed your Motor Vehicle Record and provided you with a copy.

If you disagree with the information provided, you have been given the opportunity to go to DMV within 30 days of notification, correct the information and give us an updated/corrected copy of your Motor Vehicle Record.

The information contained in your Motor Vehicle Record is of concern to our Charter school with respect to your ability to drive safely.

Any employee who has accumulated moving violations, accidents, or a combination thereof, that exceeds the standards aforementioned in this policy is subject to immediate suspension of Charter School driving privileges. Immediate suspension of Charter School driving privileges also applies should the State revoke or suspend the driver's license.

Please note, there are very limited non-driving positions available in the Charter school and if an employee is excluded from Charter school driving activities due to their Motor Vehicle Record, we may not have a position for them.

By signing this form, you are aware that you have been placed on a suspended driving status. You have the opportunity to go to DMV within 30 days of this notification and correct the information, and give us an updated/corrected copy of your Motor Vehicle Record. In the event that you are unable to correct the deficiencies that prompted your Charter school driving privilege suspension, your suspended status will continue and pending non-driving position availability, you may be subject to termination.

I HAVE READ AND UNDERSTAND THE CHARTER SCHOOL STUDENT TRANSPORTATION POLICY AND AGREE TO ITS TERMS.

Sign	_____	Date	_____
	Employee or Volunteer		
Complete	_____	State	_____
	Driver's License #		
Sign	_____	Date	_____
	Director or Designee		