

# Jordan School District Suburban Use Guidelines

## Overview

A Suburban is available for any official district business and transportation of students for curriculum-related events. **The vehicle may not be used for personal reasons, out-of-state travel, or any other use of which is not approved by Jordan School District.**

## Reserving the Suburban

1. Individuals must become Suburban driver eligible as outlined in the Suburban Use Procedures.
2. The suburban will be reserved on a first-come, first-served basis.
3. The Suburban must be reserved by calling:

BHS – Lisa Ford 801-256-5106

MRHS – Angie Graham 801-412-1741

CHHS – Sterling Hunt 801-256-5316

RHS – Erika Percival 801-256-5804

HHS – Michele Fabela 801-567-8537

WJHS – Kelsey Hollingsworth 801-256-5610

JATC-S – Robyn Bullock 801-412-1302

4. The activity and vehicle use must have school principal approval.
5. If any questions arise about purpose or use of vehicle, a review will take place to clarify usage before vehicle is issued.

## Using the Vehicle

1. Only current Jordan District employees may drive the vehicle.
2. Volunteers will not be able to be a driver of the District Suburban.
3. Students are prohibited from driving the vehicle.
4. Use of cell phones or bluetooth, whether personal or business-owned, while behind the wheel of a moving District vehicle is strictly prohibited.
5. All traffic laws and rules must be obeyed at all times. Each vehicle is equipped with GPS equipment and speed limit violations are reported electronically.
  - a. A one-time warning will be sent to the building principal to discuss with the employee.
  - b. If a third violation occurs, the responsible driver will lose their privilege of checking out the Suburban for future use.
6. Vehicle to be used for official District business only.
7. Vehicle is not for personal use, out-of-state travel, or any other use of which is not approved by Jordan School District.
8. **Suburban use for Student Overnight Travel is limited to within the state of Utah.**
9. Driver must complete and provide documentation of completion of the online Utah Division of Risk Management Defensive Driver Training Certification. This training is valid for two years.
10. Driver must maintain a valid Utah Driver License.
11. Driver must clear a Driver History Records Search annually.
12. Driver must complete and sign the Employee Signature of Agreement form and obtain principal/director signature for approval.
13. Driver must pick-up/return vehicle on approved dates.
14. Vehicle will be inspected, with the driver present, at check-out and check-in when possible.
15. The same driver must check the vehicle out and in.
16. Driver will return the vehicle completely fueled, clean, and ready for return inspection.
  - a. If the vehicle is not cleaned and fueled, charges will be billed to the school/department, and
  - b. A \$25 service fee will also be charged to the school/department.
17. All passengers must wear a properly adjusted and fastened safety belt. Maximum number of occupants per vehicle is one person per seatbelt (eight or nine depending on vehicle capacity).

## **Breakdown/Support**

1. Driver is responsible for simple vehicle needs such as but not limited to: changing a flat tire, fuel, cleanliness, etc.
2. Regular maintenance of the Suburban will be paid by the school. Local school administrators will schedule regular maintenance in the Transportation Department with John Sanchez (801-707-7116) or Richard Birrell (801-567-8811).
3. School/department is responsible for repairs of any damage done to a vehicle.
4. **In the event of an accident**, employee must promptly report the accident to law enforcement as well as the school principal/department director:
  - a. Employee must not leave the scene of an accident without being released by law enforcement.
  - b. Insurance, registration, and accident information is located in the glove box.
  - c. The Accident Report Form must be completed at the time of accident and submitted to Bonnie Brennan in the insurance department by the following day.
5. If a serious need arises, driver is to contact Transportation; daytime (801-567-8840); after hours (801-330-8229) or District Emergency Response (801-567-8865).

## **Towing a School/District Owned Trailer with a Suburban**

**School/District owned suburbans may be used for towing a trailer when the following requirements have been met:**

1. Prior approval must be obtained from School Administration.
2. Trailers must be school/district property; **privately owned trailers are not an option.**
  - a. All Items being towed in the trailer must be school/district property.
3. All Suburban guidelines will remain in effect;
  - a. Only District employees who are eligible to drive a Suburban can use the vehicle to tow a trailer.
4. Employees with prior towing experience is preferred when towing the trailer.