

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 Jordan District disapproves.**

Reserving the Suburban

1. Individuals must become suburban driver eligible as outlined in the Suburban 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

CHHS -Katelyn Jenson 801-256-5371

HHS - Michele Fabela 801-567-8537

JATC-S - Robyn Bullock 801-412-1302

MRHS - Angie Graham 801-412-1741

RHS - Margaret Jaspersen 801-256-5804

WJHS - Kelsey Hollingworth 801-256-5610

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 for the school in which they work.
2. Volunteers will not be able to be a driver of the district suburban.
3. Students are prohibited from driving the vehicle.
4. Vehicles may not be used for towing.
5. Use of cell phones or Bluetooth, whether personal or business-owned, while behind the wheel of a moving district vehicle is strictly prohibited.
6. 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.
7. Vehicle to be used for official district business.
8. Vehicle is not for personal use, out-of-state travel, or any other use of which Jordan District disapproves.
9. The driver must complete and provide documentation of completion of the online Utah Division of Risk Management Defensive Driver Training Certification.
10. Driver must provide his/her valid Utah Driver License and pass the driver license check.
11. Driver and principal must sign the "Employee Signature of Agreement" form.
12. Driver must pick-up/return vehicle on approved dates.
13. Vehicle will be inspected, with the driver present, at check-out and check-in when possible.
14. The same driver must check the vehicle out and in.
15. 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 or department and
 - b. A \$25 service fee will also be charged to the school.
16. 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).
17. Jordan District Suburbans may be used for student overnight travel but cannot exceed 150 miles one way within the state.

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. Employee must promptly report any accident to law enforcement as well as your school principal/department director. Employee must not leave the scene of an accident without being released by law enforcement.
4. 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). A copy of insurance and registration information is located in the glove box.
5. Any damage done to a vehicle, the school or department is responsible for repairs.