



BOARD POLICY ON VEHICLE USE

The purpose of this policy is to set forth the guidelines under which John Adams Academy's (JAA) vehicles may be used.

Vehicles owned or leased by JAA are to be used solely for JAA business. There shall be no personal use of the vehicles. Individuals driving JAA vehicles may have occasions where an incidental stop is necessary between business stops. Such use shall not be considered to be in violation of this policy. Vehicles shall not be taken home unless there is written approval by your supervisor.

All employees will be given a copy of this policy and will be required to sign a confirmation receipt.

Rules Governing Use:

1. JAA vehicles may only be operated by authorized individuals who are at least 18 years old, possess a valid driver's license issued by the state of their current residence for the appropriate class(es) of vehicle(s), and who have JAA approval.
2. Drivers are to complete a pre-trip inspection prior to taking a vehicle out.
3. Drivers are expected to keep JAA vehicles clean, and to report any malfunction or damage to their supervisor.
4. No alterations of vehicles are permitted. Examples include stereos, amplifiers, radar detectors, trailer hitches, or window tinting.
5. The driver and all passengers must wear seat belts at all times. No vehicle should be operated when the number of occupants exceeds the number of passenger restraints available.
6. Drivers shall obey all applicable traffic and parking regulations, ordinances, and laws.
 - a) Employees who incur parking or other fines in JAA vehicles will generally be personally responsible for payment of such fines.
 - b) Employees who are issued citations for any offense while using a JAA vehicle must notify their supervisor immediately when practicable, but in no case later than 24 hours. Failure to provide such notice may be grounds for disciplinary action.
 - c) An employee who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license while in a

JAA vehicle, must notify their supervisor immediately when practicable, but in no case later than 24 hours. Conviction for such offense may be grounds for loss of JAA vehicle privileges and/or further disciplinary action.

7. Any driver who is involved in a motor vehicle collision involving personal injury to any party shall notify their supervisor immediately. If the collision involves property damage only, the driver shall notify their supervisor upon return to the work location. A Driver Collision Report Form and other information is in the glove box of all JAA vehicles.
8. The driver shall use hand's free equipment when necessary to talk on a cell phone when driving. In no event shall the driver text message or operate any other electronic equipment while driving the vehicle. It is always preferred that the driver park the car in a safe location to receive or make cell phone calls.
9. All persons operating JAA vehicles shall, at all times, drive defensively and take actions behind the wheel that will convey a favorable impression to the public.
10. No personal items are to be stored in the vehicles. JAA shall not be liable for the loss or damage of any personal property transported in the vehicle.
11. Smoking is prohibited in all JAA vehicles and all operators and passengers are required to comply with this policy.

I, _____, (print name) have read and understand the Board Policy on Vehicle Use established by John Adams Academies, Inc. I agree to abide by the provisions of this policy. I understand that failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of JAA vehicle privileges, suspension and/or termination of employment.

Driver Signature

Supervisor Signature

Print Driver Name

Print Supervisor Name

Date

Date