

Midland Classical Academy

Transportation Policy

This policy governs the utilization of commercial vehicles owned or leased by Midland Classical Academy (MCA).

GENERAL GUIDELINES:

All persons driving MCA owned vans or vehicles will be on the Authorized Drivers List. The only exception will be a bona fide emergency during a trip.

- 1) The following is required for a person to be on the Authorized Drivers List for the school vans:
 - A. All drivers must meet the following criteria for an acceptable driving record:
 1. Have not had two moving violation convictions in the preceding twelve months.
 2. Have not had two “at fault” accidents within the preceding thirty-six months.
 3. Have not had one “at fault” accident and three moving violation convictions within the preceding thirty-six months.
 4. No DUI or DWI convictions/probation or driver-related felony convictions within the previous five years.
 5. Not currently under suspension, revocation, cancellation, or denial.
 6. Not currently placed out of service.
 7. Drivers will self-report to MCA any suspension, revocation, cancellation, denial or if placed out-of-service immediately upon occurrence.
 8. Drivers will self-report to MCA any moving violation convictions as they occur, to be included in the record.
 9. Any person being removed from the Authorized Drivers List because of any violation of this policy will be informed by one of the Dean of Administration or Executive Dean.
 - B. All drivers of vehicles subject to Federal Motor Carrier Safety Regulations must meet the minimum physical qualification standards found in Section 391.41 of the Federal Motor Carrier Safety Regulations (FMCSR) as amended. Any Driver who does not meet the standards must immediately report this information to MCA and they will be removed from the Authorized Drivers List.
- 2) **No driver may drive more than ten hours (total driving time) per day. Drivers must have at least 8 consecutive hours of rest in a twenty-four-hour period. Drivers may not be “On duty” more than fifteen total hours in a twenty-four-hour period. No driving should be done between 1 and 5 A.M.**

“Driving time” means all time spent at the driving controls of a motor vehicle in operation.

“On duty time” means all time a driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. “On Duty Time” shall include:

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- A. All time at the school or school property, or any public property waiting to be dispatched on school business, unless the driver has been relieved from school duties.
- B. All time inspecting, servicing, or conditioning any vehicle
- C. All driving time as defined above
- D. All time, other than driving time, in or upon any vehicle
- E. Performing any other work in the capacity, employ, or service of the school.
- F. Performing any compensated work for anyone besides the school.

- 3) A driver who encounters adverse driving conditions (defined below) and cannot, because of these conditions, safely complete the run within the ten-hour maximum driving time permitted above, may drive, and be permitted to drive a vehicle for not more than two additional hours in order to complete the run or to reach a place offering safety for the occupants of the vehicle and security for the vehicle and its cargo. However, that driver may not drive or be permitted to drive for more than twelve hours in the aggregate following eight consecutive hours off duty; or after he/she has been on duty fifteen hours following eight consecutive hours off duty.

“Adverse driving conditions” means snow, sleet, fog or other adverse weather conditions, a highway covered with snow or ice, or unusual road and traffic conditions, none of which were apparent on the basis of information known to the driver at the time the run was initiated.

In case of any emergency, a driver may complete his/her run without being in violation of the provisions of the FMCSR Part 395 (Hours of Service of Drivers) if such run reasonably could have been completed absent the emergency.

- 4) Maintenance logs showing all work done on the vehicles, including routine oil changes and tune-ups, will be kept by MCA
- 5) The Driver responsibilities are described below. Non-compliance will result in removal from the Authorized Drivers List. Personal appeal to MCA will be required for reinstatement.
- 6) All drivers will receive two copies of this policy. One is to be signed and kept with the Authorized Drivers List file. One is to be kept by the driver.

Athletic coaches/Sponsor/Tutor are to fill out a roster of students riding the school vehicle and give it to Athletic Assistant Admin in order for students to be charge for the trip via FACTS.

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Midland Classical Academy Personal Vehicle Driver Responsibilities Form

- 1. I have read the MCA Transportation Policy and agree to abide by sections applicable to personal vehicles.**
- 2. I agree to follow all applicable driving laws, including but not limited to those related to restrictions of texting and cell phones.**

While driving my personal vehicle for organized MCA transportation purposes, I understand the responsibilities involved and agree to the above.

Signed _____

Date _____

Printed Name _____

Email _____

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Midland Classical Academy

MCA Vehicle Driver Responsibilities Form

1. The driver will obtain keys from MCA.
2. The driver will conduct a pre- and post-trip inspection of the vehicle. Points of inspection will be provided in the vehicle packet and will also be posted on the bus.
3. Prior to departure to and from their intended destination the driver will take role or attendance of all participants. If a participant's parents want them to not travel on the bus the driver needs the parent's signature or verbal approval.
4. The driver is responsible for seeing that the vehicle is not overloaded. No vehicle shall have occupancy that exceeds the number of seats in the vehicle.
5. **Every participant shall wear their seat belt when seated in their seat.**
6. The driver will not go on a trip or errand around town with only one student.
7. There must be 2 adults with valid licenses in the vehicle for all trips.
8. Only persons with a valid driver's license are permitted to sit in the front passenger seat.
9. On MCA trips involving boy and girl participants there needs to be a male and female group leader to oversee the group.
10. Girl and boy participants must sit in separate rows.
11. The group leader will take an active role observing the participants while on the trip.
12. Drivers shall operate vehicles reasonably and prudently at all times, strictly obeying all state and federal laws and regulations.
13. In the event of an accident or other emergency, if able, the driver will be responsible for obtaining witness information and appropriate insurance information of other drivers and contacting appropriate authorities and MCA contacts listed in the vehicle packet.
14. The interior of the vehicle will be kept clean. The only food allowed in vehicles are snacks approved by MCA and bottled water. At the end of each trip, the group using the vehicles will place all trash in the plastic bags provided.
15. At the conclusion of the trip the driver will ensure that the gas tank is full, and all trash is picked up.
16. Drivers will return keys, credit card, and all necessary receipts upon returning to MCA.
17. **Drivers will not be allowed to use cell phones or electronic devices while driving school vehicles. Absolutely NO TEXTING is allowed!!!!**

As an authorized driver of MCA vehicles, I understand the responsibilities involved and I agree to abide by this policy.

Signed _____

Date _____

Printed Name _____

Email _____