

# Policy

BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT

OPERATIONS  
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## DRIVER INFORMATION, VEHICLE REQUIREMENTS, AND SEAT BELT USE FOR VEHICLES SO EQUIPED

The Hortonville Area School District is aware of its responsibility to provide safe transportation to all students being transported in the course of the school day or other school related activities. In order to ensure the safety of the students as much as possible, specific driver information shall be required and specific vehicle information may be required. This policy covers all drivers hired by the District, parent volunteers and student volunteers.

The Board of Education places the responsibility of obtaining driver and vehicle information on the District's Director of Transportation and/or Principal. The drivers are responsible for enforcing seat belt use and compliance with seat belt laws.

No person may drive, as defined in 343.305(1)(b), Wis. Stats., any motor vehicle while composing or sending an electronic text message or an electronic mail message.

### **Implementation:**

- A. The Director of Transportation shall obtain a Driving Record Abstract on school bus drivers and on all other District employees who, as part of their employment, transport students on a regular basis. A Driving Record Abstract shall be required whether the District employee uses their own personal vehicle or the District's vehicle to transport the students. Driving Record Abstracts will be obtained on an annual basis or more frequently if necessary.
- B. District employees who transport students and are not bus drivers, shall also provide the Director of Transportation and/or Principal with a copy of his/her insurance policy on an annual basis, or more frequently if requested. The Director of Transportation and/or Principal shall make sure the policy is currently in effect, and that the policy contains appropriate levels of insurance.

In addition to obtaining driver information, the School District may also require the following vehicle information:

- A. For those persons who transport students with their personal auto, the Director of Transportation/Principal may request that the personal vehicle be inspected for proper operation by a certified mechanic. Special attention should be given to all safety belts, so that all riders have access to a safety belt harness and can comply with all statutory requirements concerning safety belt use. The cost of any such inspection shall be paid by the School Board.
- B. Policy published annually in the "District Newsletter".
- C. Policy attached to "Transportation Request Form".