

# Jordan School District

## Large SUV Use Guidelines

### Overview

Large Sport Utility Vehicles (Large SUV(s) are available for any official District business and/or transportation of students for curriculum-related events. Large SUVs have a seating capacity of 8-9 passengers. **Vehicles may not be used for personal reasons, out-of-state travel, or any other use which is not approved by Jordan School District.**

### Reserving a Large SUV

1. Individuals must become eligible to drive school/district vehicle as outlined in the Large SUV Eligibility Procedures.
2. Vehicle will be reserved on a first-come, first-served basis.
3. Contact one of the following to reserve vehicle:

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 – Jennifer Budd; 801-567-8571	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 a Large SUV

1. Only current Jordan District employees may drive vehicle.
2. Volunteers will not be able to be a driver of vehicle.
3. Students are prohibited from driving 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 using a vehicle 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 which is not approved by Jordan School District.
8. Large SUV 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 vehicle completely fueled, clean, and ready for return inspection.
  - a. If 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 (up to nine depending on vehicle capacity and available seatbelts).

## **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 Large SUV will be covered 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 your 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 Large SUV**

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

1. Prior approval must be obtained from School Administration.
2. Trailer 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 Large SUV guidelines and procedures will remain in effect;
  - a. Only District employees who are eligible to drive a Large SUV can use vehicle to tow a trailer.
4. Employees with prior towing experience are preferred when towing the trailer.