



Wenatchee School District

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WENATCHEE SCHOOL DISTRICT
MOTOR POOL OPERATIONS
AND
PROCEDURE MANUAL

I. GENERAL

The procedures set forth in this manual are to be used as guidelines to insure the safe and proper utilization of all vehicles assigned to the motor pool. It should be understood that these procedures cannot possibly cover every conceivable circumstance and from time to time it will be necessary to deviate from them in order to accomplish the task at hand.

The Transportation Director is appointed as the Superintendent of the Schools designee to oversee the operations of the Motor Pool Fleet and as such is responsible for assignment of and safe operation of all district motor pool vehicles.

Personnel using district vehicles for any reason are reminded that the manner in which our vehicles are driven will reflect upon the district. Personnel are to drive in a safe, courteous manner and obey all posted traffic laws and speed limits.

All personnel wishing to drive Wenatchee School District vehicles must provide required district paperwork to the Transportation Department annually. Personnel whose driving record for the preceding five years show a conviction of three or more speeding tickets, including driving too fast for conditions; hit and run driving; vehicular assault or homicide; driving while intoxicated or being in physical control of a motor vehicle while intoxicated; negligent or reckless driving conviction; any motor vehicle violation agreed to during a court proceeding as a result of an alcohol related driving infraction; or any other major serious violations will be denied driving privileges.

The Transportation Department will process all applications for driving records. The Transportation Department is also responsible for verifying licenses and maintaining a current list of all personnel authorized to drive Wenatchee School District vehicles. When requested by the Transportation Department, all personnel signing out vehicles must produce a valid driver's license.

II. OPERATION

A. Authorization

1. Vehicles will not be checked out or dispatched without proper authorization and will only be checked out or dispatched for a specific time as indicated on the Travel Tracker request.
2. Only employees of the Wenatchee School District are authorized to request and/or drive motor pool vehicles. Students and/or parents are not authorized to drive Wenatchee School District vehicles.
3. Documents required to drive a district motor pool vehicle include:
 - Completed Motor Pool Authorization Checklist form
 - Copy of valid WA state driver license
 - Copy of valid and current First Aid card

- Copy of proof of insurance
- Signed Driving Record Release of Interest form from the Department of Licensing

These documents must be provided annually. Please provide to the Transportation Office at least 2 weeks before vehicle check out.

B. Licenses

All personnel driving Wenatchee School District vehicles must have a current, valid WA state driver's license in their possession.

C. Seat Belts/Child Safety Restraint System (CSRS)

All personnel (drivers and passengers) must use seat belts and restraints whenever the vehicle is in motion. Children under 4 feet 9 inches must use the appropriate CSRS. All children younger than 13 should ride in the back seat. Best practice is for all students to ride in the back seat.

D. Vehicle Types and Load Capacity

1. We have SUVs and vans available for use, maximum capacity including driver is eight (8).
2. Loads will not exceed the normal capacity of one person per seat space. Seat space is determined by available seat belts. We ask that you request the smallest vehicle with a seating capacity which meets your requirements.

III. SCHEDULING

A. Priority of Use

Vehicles are to be assigned on a first-come, first-served basis. The vehicle is assigned when the prior approval is received in transportation. It is recommended that all personnel schedule their vehicle use well in advance of a trip.

B. Scheduling Instructions

1. After you have determined your needs, contact the Trip Coordinator at Transportation to confirm there is a vehicle available.
2. If a vehicle is available, the Coordinator will pencil your event into the reservation calendar. HOWEVER, this is not an official reservation until a travel tracker number has been provided.
3. Immediately enter a Travel Tracker and call the Trip Coordinator with the number. At this point the reservation is confirmed.

4. The Travel Tracker number will be entered into the reservation calendar, however, the Travel Tracker will need to go through the regular approval process. If it has not been approved by the time the motor pool vehicle is scheduled to be used, the vehicle will not be released which can cause a delay in the scheduled trip.

IV. VEHICLE CHECKOUT

A. All vehicles are housed at the Transportation Department motor pool parking area which is located at 1201 Millerdale Ave, on the west side of the Transportation building. For your safety, approach the parking lot with caution, as both school buses, maintenance vehicles and private vehicles use this lot. Enter through the East entrance near the High School. This is a one way parking lot, exiting out the West exit. You may park your personal vehicle in the motor pool stall for the vehicle you are assigned or park in any unassigned parking stall. Please do not parallel park next to the fence on the west side of the building. Keys, district provided credit cards (fuel cards) and trip sheets are issued through the Transportation Office. Check in first to find out which vehicle has been assigned to you. During the school year, office hours are 5 am-5pm. Call the office for summer hours.

B. Before each trip, all drivers are required to do a pre-trip inspection of their assigned vehicle. Inspect the vehicle and note any damage, both interior and exterior, that you do not want to be accountable for. Inspect each item on the pre-trip form and fill out the form completely in pen. If there are operating procedures that you are unfamiliar with please check in with the office. Pre trip inspection should be done during office hours in case you need assistance. If your trip does not coincide with office hours, plan to do a pre-trip inspection on the vehicle when you come to pick up your keys.

C. Before departing the Transportation lot make sure you record the beginning mileage of the odometer reading on your trip slip. Fill out the vehicle log sheet completely with name, date, beginning and ending odometer reading, and depart and return time on the vehicle's log sheet. All paperwork should be completed in pen. The vehicle log sheet is located on a clipboard in the vehicle and will be collected monthly.

D. It is the driver's responsibility to make sure you leave with a full tank of fuel. Drivers are responsible for pumping their own fuel. You do not need a pin, just use the correct pump and lift the handle. Fueling procedures include; turn off engine, remain with vehicle at all times and do not top off tank, all passengers must exit the vehicle, and smoking or cell phone use is prohibited.

V. DRIVER RESPONSIBILITIES

District vehicles are maintained for the convenience of many district functions and your cooperation is appreciated. It will be your responsibility to:

- A. Observe all Washington State and local traffic regulations (or bear any penalties incurred).
- B. Report all accidents or damage immediately to the Transportation Office. After hours, contact the Transportation Director. All after hours contact information is located on the pink form in the collision packet. All drivers involved in collisions (regardless of extent of damage or fault) must fill out all required paperwork located in the collision packet. The collision packet is located in the first aid kit.
- C. Transport only authorized passengers. A roster of students should be included on the Travel Tracker. Do not transport students who do not have a permission slip turned in and approved.
- D. Lock the vehicle and remove keys when vacated.
- E. Protect your privilege to drive District vehicles, follow the District vehicle use procedures.
- F. Use vehicle for pre-authorized official use only.

VI. OPERATING PROCEDURES

During your use of the vehicle, please observe the following:

- A. When refueling at private gas stations, drivers are expected to use self-service pumps. Whenever possible, passengers should exit the vehicle when fueling.
- B. Fluids should be checked during vehicle pre-trip inspection, but if you are concerned that fluids (oil, radiator, or transmission fluid) are needed, please call the Transportation Department.
- C. Please note any malfunctions of the vehicle. List the vehicle #, the date, and describe the malfunction as best you can in your own words. Document this on the Trip Slip and turn it in with the keys and credit card.
- D. For your safety, as well as your passengers, a first aid kit, body fluid clean up kit, seatbelt cutter, fire extinguisher, and reflective triangles are provided in each vehicle. Please use these only when necessary. If any items are used during your trip, please document this on the trip slip so we can restock the items.
- E. Traction devices (chains or cables) and ice scrapers are available in the vehicles during the winter months. Drivers are responsible for installing the chains/cables; charges for installation of chains will not be accepted.
- F. Tires should be maintained at the recommended pressure (refer to the sticker on the inside of the driver door frame).
- G. Car window paint markers are not to be used on the vehicle or windows. It is very difficult to remove and creates a safety issue (ie; vision blocker).

VII. VEHICLE MALFUNCTIONS-MECHANICAL FAILURE

If you should be confronted with a vehicle breakdown, contact the Transportation Department before authorizing any agency or business to make repairs. The Transportation Department will assist with diagnosis and a plan of action.

The district credit card is intended for fuel purchase only and is intended for low transaction limits. Use of the district credit card is for District Vehicles Only.

VIII. COLLISION REPORTING

A. Following a collision, stop and secure the vehicle. Place reflective triangles if needed. Do not move unless you need to move for safety or directed by law enforcement. Contact the Transportation Department. Department contacts and phone numbers are located on the last page of this manual or in the collision packet in the glove box.

B. A local law enforcement agency should be called to investigate a collision.

C. Check each student for injuries and treat all injuries by first aid if you are qualified. Seek medical aid for the injured as rapidly as possible.

D. Fill out the student seating chart located in the collision packet in the glove box.

E. Exchange information with other driver(s) and have any witnesses complete a witness card (do not leave students unattended).

F. You are required by law to exchange certain information with the other party involved. This information is:

1. Your driver's license; showing name and address
2. Your phone number
3. The vehicle registration
4. The name and address of our school district and our insurance carrier
 - a) Wenatchee School District #246
235 Sunset Ave
Wenatchee, WA 98801
509-663-8161
 - b) Insurance Card and registration is located in the glove box or center console compartment

G. Do not make any statement to anyone regarding the accident and/or circumstances surrounding the accident except to an investigating officer. Never make statements such as: "I am sorry.", "I didn't see you", or anything else that could be construed as an admission of guilt.

H. Please call the Transportation Department when the collision is cleared and you are released from the scene. All drivers involved in a collision are required to complete the paperwork in the collision packet and return, along with police reports and documentation, to the Transportation Director at the completion of your trip.

IX. RETURNING AND SECURING PROCEDURES

A. All vehicles are to be returned to the Transportation Department parking lot. Vehicles are not to be kept at private residences.

B. Before securing the vehicle

1. Check the entire vehicle for personal articles
2. Remove any trash that may have accumulated. It is your responsibility to leave the vehicle in a clean and presentable condition
3. Turn the lights and radio off
4. Make sure the vehicle is locked

C. Complete your trip sheet, recording the ending mileage, fuel purchases, and report of the condition of the vehicle. Turn in the trip sheet, keys, credit card, and receipts to the Transportation Office during office hours. If returning the vehicle after office hours or on weekends, drop the keys, trip slip, receipts, etc through the mail slot on the Transportation office door. Please keep all items together in the pouch provided.

X. MISCELLANEOUS

A. All occupants must wear seat belts.

B. No alcoholic beverages are to be consumed before or during the driving of a Wenatchee School District vehicle.