



LOG CHURCH CHRISTIAN SCHOOL

Non-Owned Vehicle Authorization and Operation

Purpose/Rational:

Our business relies on the use of vehicles not owned by the school (non-owned vehicles). Examples of non-owned vehicles include rented and leased vehicles and employee-owned vehicles used for business purposes. When those vehicles are used to transport clients, other business partners or used for business needs in general, it is in the school's interest to ensure that these vehicles are being operated safely.

The purpose of this policy is to communicate school rules on the use of non-owned vehicles. Supervisory personnel are to discuss and review these rules with all authorized non-owned vehicle drivers. All school employees who operate non-owned vehicles must review and acknowledge receipt of this policy prior to operating a non-owned vehicle on behalf of the business.

Non-Owned Vehicle Authorization and Operation Policies

1. Personnel operating non-owned vehicles on behalf of the school are subject to the school's driver evaluation and qualification procedures. This includes meeting standards to ensure that all drivers have valid driver's licenses, and acceptable motor vehicle records (MVR).
2. Non-owned vehicle drivers must complete all driver related orientation as is required for school drivers.
3. Drivers must provide proof of ownership/registration prior to being approved to operate the vehicle for business.
4. The driver must provide and maintain current proof of insurance. Uninsured and Underinsured Motorist Coverage (where required).
5. Non-owned vehicles must be kept in safe operation condition at all times. Proof of valid license, registration and insurance policy information must be provided annually.
6. Non-owned vehicles must be operated in accordance with the rules and procedures applicable to school owned vehicles. Board members must verify that all non-owned vehicle drivers have reviewed and understand school vehicle safety rules. *(See Driver Orientation List)*
7. All applicable vehicle laws and regulations must be followed, including obeying speed limits wearing seat belts, provide booster seats, adhering to the State of Washington laws using mobile technology while driving, etc.
8. All fines, defense costs and other legal penalties arising out of ticketed offenses are the responsibility of the driver.

Acknowledgement

I have received, read and understand these rules. For the safety and well being of myself, my students and the general public, I agree to adhere to these rules at all times. I also understand that failure to follow these policies will result in disciplinary measure up to and including dismissal.

(Driver Signature)

(Date)



DRIVER ORIENTATION CHECKLIST

- Obey all speeding laws
- Wear seat belts at all times
- Adhere to WA State laws regarding use of mobile technology while driving
- Provide booster seats where required by law
- Drivers should stay with assigned group and arrive together at assigned time
- Have a copy of current drivers license and insurance card on file with school

Name

Signature

Date