

Non-Instructional/Business
Operations**SUBJECT: APPROVAL TO DRIVE SCHOOL OWNED VEHICLES**

Any school employee who wishes to drive a Tully Central School district owned vehicle must provide a copy of a valid New York State Driver's License to the Business Office by October 1 of each school year or no later than 30 days prior to the date for which the vehicle is requested. Upon receipt of a copy of your Driver's License an Abstract of Convictions will be requested from the New York State Department of Motor Vehicles. While we expect no major issues with this process, you need to be aware that the privilege of driving any district owned vehicles may be revoked or denied for any or all of the following reasons:

- A suspended or revoked driver's license at the time of the request.
- Nine (9) points or more on record in an 18 month period
- Conviction of operating a vehicle under the influence of drugs or alcohol twice in 10 years
- Conviction of two (2) occasions of operator involvement in an accident where death or injury occurs shall deny you the privilege of vehicle use for one (1) year
- Conviction of three (3) occasions of operator involvement in an accident where death or injury occurs
- The Superintendent of Schools or his/her designee is authorized to adjust criteria for denial/revocation based upon specific circumstances that may make it necessary to protect the investment of the taxpayers.

The Superintendent of Schools or his/her designee may modify the timelines in this policy when a school employee requires the use of the vehicle at the direction of the District. The most recent Driver's Abstract shall be retained in your personnel file.

The administration shall make their staff members aware of this policy through posting and/or inclusion in staff handbooks.

Adoption Date: 10-20-08