

District Vehicle Driver Requirements

All drivers of district owned vehicles, except those who hold a valid school bus endorsement, must complete the following before the individual is initially permitted to operate the vehicle, and agree to additional Motor Vehicle and Criminal Background checks while employed with the West Salem School District as required by law. :

- A. Staff Transportation Only
District Owned Vehicle User Agreement - this gives the district permission to run an MVR (Motor Vehicle Record) and will be updated every 4 years.
- B. Staff and Student Transportation
In accordance with Wisconsin Statutes §121.555(3), individuals transporting pupils in alternate vehicles must:
 1. Complete the Alternative Vehicle Driver Information Request Form.
 2. Complete the Criminal Background authorization-updated every 4 years.
 3. Complete Pre-placement Physical-updated every 3 years.

The District has a zero tolerance policy for individuals convicted of operating a district vehicle with a blood alcohol level over 0.0 and/or use of any controlled substance. Violators will have their privileges to use district vehicles permanently revoked/denied.

Individuals will be denied permission to use a district vehicle, if they have been convicted within the past 5 years of one or more of the following:

- operating under the influence of alcohol or a controlled substance
- refusal to submit to chemical testing
- reckless driving
- any offense enumerated under WI School Bus and Alternative Vehicle Driver Disqualifications 343.32 (1) and (2) mandatory revocation
- any offense with a commercial motor vehicle (CMV) with a blood alcohol concentration higher than (AC) of .0% or under the influence of a controlled substance

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- causing injury to another person by operation of a vehicle with an (AC) of .0% or higher or under the influence of a controlled substance
- two or more offenses or a combination of: operating a CMV with an (AC) above 0.08%; or operating a CMV within 4 hours of having consumed any intoxicating beverage; or operating a CMV while possessing an intoxicating beverage or under the influence of a controlled substance

Individuals will be denied permission to use a district vehicle if they:

- have a record of conviction or operating privilege revocation or adjudicated delinquency that would disqualify them from issuance or renewal of a school bus endorsement under Wis. Stat. § 343.12(7) and rules promulgated by the department of transportation under Wis. Stat. § 342.12 (7) and (8)
- have been convicted of providing false or incomplete information with respect to any material fact on a background information form
- are listed in the registry under Wis. Stat. § 146.40(4g) (a)2.

REFERENCE: WI State Statutes 121.555, Alternative Methods of
Providing Transportation

CROSS REF: Employee Handbook

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