HUMAN RESOURCES

Operation of PWCS Vehicles

I. Purpose

The purpose of this regulation is to outline licensing requirements for the safe operation of Prince William County Public Schools (PWCS) owned vehicles by employees.

Employees shall meet and maintain the licensing and certification requirements for their position. This includes all licensing requirements of the Commonwealth of Virginia.

II. Operator’s License

A. Employees who operate PWCS owned vehicles are required to maintain a valid appropriate motor vehicle operator’s license issued by the state in which they reside.

B. Employees shall immediately notify their supervisor of the suspension, revocation, expiration, or placement of Department of Motor Vehicles (DMV) or court restrictions on their driver’s license.

C. The supervisor shall consult with the Director of the Office of Transportation Services and the Director of Human Resources to determine the circumstances, if any, under which the employee shall be permitted to continue or resume the operation of PWCS owned vehicles.

III. Commercial Driver’s License

A. An employee shall not operate or be required to operate a vehicle type for which they are not properly licensed to drive.

B. School bus drivers shall, at a minimum, maintain a valid CDL of a Class B, with endorsements of P and S, and the K restriction removed.

C. The DMV Virginia Commercial Driver’s Manual provides information on the CDL class endorsements and restriction codes to assist in determining proper licensing.

IV. Fees

Fees for operator’s or commercial licenses shall be paid by the applicant or employee.
V. Driving Record

A. All employees assigned driving duties as part of their assigned responsibilities shall authorize PWCS to obtain a copy of their driving record from the DMV.

B. The School Division shall, at least annually, obtain from the DMV the driving record of all school bus drivers and other employees who drive School Division vehicles as part of their assigned responsibilities.

C. PWCS minimum driving record requirements are:

1. School bus drivers shall maintain a valid CDL and maintain compliance with the “Virginia Administrative Code.”

2. Employees assigned duties requiring a CDL shall comply with driving record requirements pertinent to the CDL.

3. Employees who operate PWCS vehicles, as part of their assigned responsibilities, shall maintain a driving record with a DMV point balance of zero or above (positive points).

4. The following steps shall be taken for an employee with a negative DMV point balance driving record:
   a. If employee has between 1–5 negative points, the employee shall receive supervisory counseling;
   b. If employee has between 6–11 negative points, the employee shall be issued a code of conduct letter and assigned to a driver improvement clinic. Any associated costs for the driver improvement clinic shall be paid by the employee; and
   c. If employee has 12 or more negative points, the employee is subject to disciplinary measures.

5. If employee receives a conviction for DWI, DUI, or reckless driving, they shall be subject to disciplinary action.

VI. Physical Requirements

School bus drivers shall meet the physical requirements as established by the PWCS Office of Transportation Services or the Virginia Department of Education, whichever is more restrictive.
VII. First Aid

School bus drivers and attendants are required to complete the American Red Cross First Aid and Cardio Pulmonary Resuscitation (CPR) training as a condition of employment. This training must be renewed at least every two years.

The Associate Superintendent for Finance and Support Services (or designee) and the Associate Superintendent for Human Resources (or designee) are responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.