

<b>VEHICLE USE POLICY</b>			
<b>Policy No.</b>	6.14	<b>Page No.</b>	1 of 6
<b>Effective Date</b>	August 1, 1997	<b>Approved By</b>	Mission & Strategy Team
<b>Revised</b>	July 23, 2013 July 18, 2023 July 23, 2024	<b>Resp. Center</b>	Campus Safety

1 **I. Policy**

2 Milton Hershey School’s (“MHS” or the “School”) Vehicle Use Policy is to ensure the  
3 personal safety and welfare of the School’s students, employees, visitors, and guests  
4 while vehicles are operated or occupied on or off School property. School vehicles are  
5 defined as automobiles, passenger vans, pick-up trucks, utility vehicles, farm equipment,  
6 tractors, gang mowers, front-end loaders, buses, and other types of motorized equipment.

7 **II. Procedures**

8 **A. Driver Responsibilities**

- 9 1. An employee or student operating a school vehicle on, or off School  
10 property shall:
- 11 a. Maintain a valid driving license appropriate for the vehicle  
12 operated and immediately notify their supervisor if driving  
13 privileges are suspended, revoked, or expired.
  - 14 b. Maintain a good driving record.
  - 15 c. Observe proper safety precautions relative to traffic, weather, and  
16 road conditions.
  - 17 d. On days that School is closed due to inclement weather, refrain  
18 from operating School vehicles except for emergencies or with  
19 management approval.
- 20 2. Driver Orientation & Training Program:
- 21 a. All employees operating a School vehicle must orient themselves  
22 with this policy.
  - 23 b. All employees operating a School vehicle that requires them to  
24 transport students shall attend and successfully complete an  
25 orientation and training program coordinated by Campus Safety.
  - 26 c. All employees that have a responsibility for transporting students  
27 in a School van shall also need to successfully complete a hands-  
28 on training program.
  - 29 d. An employee who does not complete all parts of the orientation  
30 and training program shall retake any portion of the program not  
31 successfully completed until the training instructor is of the

## VEHICLE USE POLICY

<b>Policy No.</b>	6.14	<b>Page No.</b>	2	of	6
<b>Effective Date</b>	August 1, 1997	<b>Approved By</b>	Mission & Strategy Team		
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1 opinion the employee can operate the vehicle in a safe manner.

2 If repeated attempts to complete the orientation and training  
3 program are unsuccessful, the employee's department head will be  
4 notified of the concerns and recommendations.

- 5 e. If an employee has a preventable accident while operating any  
6 School vehicle, the employee, at the direction of their supervisor,  
7 may be requested to retake the orientation and training program, or  
8 a designated third-party safe driving program, to ensure that they  
9 can operate the vehicle in a safe manner.

- 10 3. Prior to operating a school vehicle, an employee should ensure that the  
11 vehicle is safe to operate, including the removal of all ice and snow before  
12 use. Any unsafe condition regarding School vehicles shall be immediately  
13 reported to the employee's supervisor and Campus Safety.

- 14 4. Milton Hershey School, as employer, shall:

- 15 a. Obtain employee driving records from PennDOT, Bureau of Motor  
16 Vehicles, on a recurring basis during employment.
- 17 b. Determine the appropriate action to be taken for employees who  
18 fail to maintain a good driving record, including loss of driving  
19 privileges regarding School vehicles and other disciplinary action,  
20 up to and including termination. Failure to maintain a good driving  
21 record includes, but is not limited to, citations or convictions for  
22 driving under the influence (DUI) of alcohol or a controlled  
23 substance; citations for leaving the scene of an accident or  
24 committing two (2) serious traffic violations within a three (3) year  
25 period. Serious traffic violations include but are not limited to a  
26 traffic offense committed in connection with a fatal accident,  
27 excessive speeding (15 mph over the posted speed limit), reckless  
28 driving, and others.

### 29 **B. Provisions for Students, Employees, Visitors, and Guests**

- 30 1. It is the responsibility of all vehicle operators to obey traffic laws and  
31 regulations, including speed limits and capacity requirements, while on  
32 and off School property.

## VEHICLE USE POLICY

<b>Policy No.</b>	6.14	<b>Page No.</b>	3	of	6
<b>Effective Date</b>	August 1, 1997	<b>Approved By</b>	Mission & Strategy Team		
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- 1                   2.       All vehicle occupants must wear seatbelts, unless required to be in an  
2                   appropriate child restraint device. Vehicle operators are responsible for  
3                   securing children in the appropriate restraint system. Child restraint  
4                   requirements are found on the Campus Safety Intranet site.
- 5                   3.       Safe loading and discharging of passengers are the responsibility of the  
6                   driver.
- 7                   4.       With the exception of CDL Drivers driving school vehicles, vehicular use  
8                   of a cellular telephone or other wireless voice/data communication devices  
9                   is permitted only when the device is used with available hands-free  
10                  listening technology such as Bluetooth or temporary vehicle-mounted  
11                  hands-free technology. If available, utilization of the device's  
12                  speakerphone capability is acceptable.
- 13                 5.       Manual dialing of a cellular telephone is prohibited while the vehicle is in  
14                 motion. To place an outgoing call, vehicle operators shall use voice speed-  
15                 dialing features, or pull their vehicle off the road and stop in a safe  
16                 location.
- 17                 6.       Voice-activated navigation systems are allowed while a vehicle is moving,  
18                 but the vehicle must be stopped to enter or modify the system. This type  
19                 of technology shall be programmed in advance of driving so that drivers  
20                 are not manually typing or inputting information while driving.
- 21                 7.       An exception to this policy will be made in emergency situations for  
22                 individuals with job duties requiring participation in such an event.
- 23                 8.       Use of audio headphones or earbuds by any vehicle operator on School  
24                 property, or by employees or students operating a school vehicle not on  
25                 School property, is prohibited.

### C.    **Safety Provisions on School Buses**

- 27                 1.       The use of internal and external video, audio recording equipment, and  
28                 Global Positioning Systems (GPS) will be utilized on all school-owned  
29                 and operated school buses to maintain discipline and to ensure the safety  
30                 and security of all students, staff and others being transported on said  
31                 vehicles.
- 32                 2.       A "school bus" is defined as a motor vehicle that is designed to carry  
33                 eleven (11) passengers or more, including the driver, and is used for the  
34                 transportation of students to or from school and school-related activities.



<b>VEHICLE USE POLICY</b>			
<b>Policy No.</b>	6.14	<b>Page No.</b>	5 of 6
<b>Effective Date</b>	August 1, 1997	<b>Approved By</b>	Mission & Strategy Team
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1                   c.       An employee must document all personal vehicle use in  
2                                PeopleSoft (month, calendar year, mileage). All personal mileage  
3                                will be reported on the employees W2 as taxable income.

4                   **F.       Other School Vehicles and Equipment**

- 5                   1.       Employees operating other School vehicles and equipment, including  
6                                trucks, trailers, tractors, gang mowers, and miscellaneous motorized  
7                                vehicles such as utility terrain vehicles (UTVs), golf carts, and others, shall:
- 8                                a.       Have a supervisor or knowledgeable designee demonstrate the  
9                                proper use of safety equipment, brakes, and all functions of any  
10                               motorized equipment to any employee inexperienced with that  
11                               equipment and supervise its use until competency has been  
12                               determined.
- 13                               b.       Employees using aerial lifts or other similar equipment must be  
14                               trained, certified, and demonstrate competency in using such  
15                               equipment. Training will be given by Facility Services, or its  
16                               designee, to certify users of aerial lifts.

17                   **G.       Signs and Stickers**

- 18                   1.       No sticker, sign, or other item may be applied onto or displayed in a School  
19                               vehicle except approved items attached or applied only by VEM, including:
- 20                               a.       The vehicle number, the school’s name, and/or the school logo.  
21                               b.       Items approved by the Vice Presidents.
- 22                   2.       Buses traveling to athletic events may display event-related signs as deemed  
23                               appropriate by the coaching staff and/or building principal; and as  
24                               considered legal under Pennsylvania laws and regulations.
- 25                   3.       Unauthorized stickers, signs, or other items on School vehicles are  
26                               prohibited.

27                   **H.       Traffic laws and regulations, including speeding violations, on School property  
28                               will be enforced by MHS Campus Safety and the Derry Township Police  
29                               Department.**

- 30                   1.       Employee violators of campus traffic regulations will be issued a verbal  
31                               warning for the first offense; a written warning and their immediate  
32                               supervisor notified of a second offense; and the employee’s program  
33                               director notified of a third or subsequent offense. It will be the responsibility

## VEHICLE USE POLICY

<b>Policy No.</b>	6.14	<b>Page No.</b>	6	of	6
<b>Effective Date</b>	August 1, 1997	<b>Approved By</b>	Mission & Strategy Team		
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- 1 of the employee's program director to take the appropriate disciplinary  
2 action to ensure compliance with this policy.
- 3 2. Non-employees (visitors and guests) will be issued verbal warnings as  
4 required. Serious or continuous violations may result in referral to the Derry  
5 Township Police Department.