

Vehicle Rules and Regulations

Please obey all traffic laws and ordinances!

No smoking or vaping allowed in school vehicles!

Please be sure you have done the following steps when **returning a vehicle**:

- Please top off the fuel tank before returning it to the maintenance yard if you have been given a WEX Gas Card (someone else might be going out in that vehicle right away).
- Please note any damage or deficiencies and place in travel packet/bag.
- Close all windows, turn off radio, air conditioner and lights.
- Take all **belongings** and **trash** out of the vehicle.
- Close all doors and lock the vehicle.
- Place report, keys, gas credit card and receipts in travel packet/bag.
- Place travel packet/bag in the mail slot on the side door to the right of the maintenance building.
- When leaving the maintenance yard, use the gate FOB to close the gates and place the gate FOB in the outside black mailbox.

Any questions, please call the Maintenance Department at 575-257-5919 and speak with Tonia Ashby, Grant Grant, or Gordy King during business hours 7:30 am until 3:30 pm. After hours call 575-937-0033.

Procedures on using the Gas “WEX” Credit Cards

Please **NOTE**: The district receives discounts at Phillips 66, Conoco or 76 Gas Stations.

However, if these stations are not available, the credit cards can be used at any gas station (with the exception of **Sam's and Costco**). Please stay away from old gas pumps, as you may have trouble trying to use the gas cards.

To use WEX Credit Cards:

1) Insert Credit Card

In no particular order you will be asked the following questions:

Pump will ask for Driver's ID # or PIN # or Authorization #:

Enter your last 4 #'s of your social security number.

Pump will ask for the Vehicle Mileage:

Enter the vehicles Mileage.

Pump **May** ask for Vehicle #:

Enter a three-digit vehicle number, for example if you are in vehicle 4, enter 004, if you are in vehicle 23, enter 023.

- #### 2) Be sure and obtain a gas receipt at time of purchase and submit it with your Travel Packet. If you are unable to obtain a receipt at the time of purchase, please take a picture of the pump with the following information; amount of purchase and number of gallons. Once you have returned; print the picture, write the number of your vehicle, date and time of gasoline purchase and submit with your travel packet or bag.
- #### 3) WEX Connect: this is a free phone application download that will post the location and price of fuel at various stations near you.



Ruidoso Municipal Schools

Suburban Protocols for Employees, Volunteers, and Students

Authorized Drivers and Passengers:

1. **Drivers:**
 - Only current **school district employees** are permitted to drive a school suburban.
 - All drivers must have a valid driver's license and any district-required certifications or approvals.
2. **Passengers:**
 - Only **school district employees** may ride in a school suburban.
 - A **spouse** of a school employee may only ride if they are:
 - Also, an employee of the district **and**
 - **Involved in the school-related event.**
 - **Volunteers** may ride in a school suburban **only if**:
 - They have completed the full volunteer vetting process, including a **background check.**
 - They have been issued a **district volunteer badge.**
 - They are actively **involved in the event** for which transportation is provided.

Student and Child Transport:

- **Students and/or personal children** are only allowed to ride in a school suburban under the following conditions:
 - They are **participating in an extracurricular event, and**
A school bus is not transporting students to the event.

Compliance and Consequences:

- All staff and volunteers are expected to follow this protocol strictly.
- **Failure to comply** may result in **disciplinary action** and **revocation of suburban privileges.**

NMAC 6.41.4.8

Planned LEA-sponsored activities: Each local board of education or charter school administrator shall adopt policies and procedures concerning the safety and welfare of students who are

transported to and from planned LEA-sponsored activities. Policies and procedures shall comply with all applicable federal, state, and department regulations.

(1) Vehicles used for school-sponsored activities shall be school-owned, leased, or private vehicles that meet the following department requirements:

- (a) vehicles shall not be vans or minivans;
- (b) excluding buses, vehicles shall not seat less than six or more than nine people including the driver;
- (c) excluding buses, vehicles shall have seat belts available for all occupants and all occupants are required to wear them while the vehicle is in motion;
- (d) vehicles shall have available secure cargo storage or other adequate tie-down for securing items in the vehicle, excluding hitched trailers; and
- (e) trailers shall not be hitched to vehicles while the vehicle is transporting students.

(2) Policies and procedures shall include provision for the use of commercial common carrier buses, taking into account that commercial common carrier buses do not meet current New Mexico school bus construction standards and school bus phase-out pursuant to 6.40.2 NMAC.

(3) Policies and procedures shall include provisions for rest and relaxation for students and the driver(s) during the trip.

(4) Policies and procedures shall include procedures for releasing students on the planned activity trip to parents or guardians.

(5) Policies shall explicitly state that prior to and during work periods all drivers, school bus assistants, and substitute school bus assistants have not used and do not use alcoholic beverages, illegal substances, or legal substances which would impair the driver's or the assistant's ability to perform required duties.

[6.41.4.8 NMAC- Rp, 6.41.4.8 NMAC, 3/27/2018]

You are acknowledging that you have read and agree to the above rules & regulations.

Signature: _____ **Date:** _____