



POLICY

RHODE ISLAND SCHOOL FOR THE DEAF

School Vehicle and Activity Transportation Policy and Procedures

Purpose:

The Rhode Island School for the Deaf maintains school-owned vehicles to transport students participating in approved educational activities, community-based instruction, athletic events, field trips, work-based learning experiences, and other school-sponsored programs.

Authorized Drivers:

Only employees authorized by the School Director or designee may operate school vehicles.

All drivers must:

- Possess a valid Rhode Island Chauffeur License with a copy kept on file in the HR office in the employee's personnel file.

- Meet all State of Rhode Island Fleet requirements.
- Successfully complete any required school or state driver training.
- Maintain a satisfactory driving record.
- Be covered under the State Fleet insurance program.
- Carry a charged cellular phone while transporting students.
- Pass a school conducted road test driving an activity bus or large van.

Vehicle Requests and Scheduling:

Staff requesting transportation through a school vehicle shall complete the designated Transportation/Vehicle Request Form. (Field Trip Request Form)

Requests shall:

- Be submitted at least two weeks prior to the anticipated trip whenever possible.
- Include destination, purpose, student participants, and estimated departure and return times.
- Require approval from Main Office, School Principal, Buildings and Grounds Officer and Nurse

Vehicle scheduling shall be coordinated through the designated school administrator.

Vehicle Keys and Security:

Vehicle keys shall be maintained by designated administrative personnel.

Drivers shall:

- Sign out vehicle keys prior to departure.
- Return keys immediately upon completion of the trip.
- Bring EZ-Pass, Handicap Placard and/or gas card if required.
- Secure vehicles whenever unattended.
- Not take school vehicles to their residence or use them for personal purposes.
- Drivers cannot allow unauthorized individuals to operate school vehicles.

Vehicle Cleanliness and Inspection:

Drivers are responsible for:

- Conducting a visual safety inspection before each and every use.
- Reporting any maintenance concerns immediately.*
- Leaving the vehicle in a clean condition, removing trash and personal items after each trip.
- Completing the “Drivers Mileage Log”.

*A vehicle should not be operated when a safety concern has been identified.

Fueling and Maintenance:

School vehicles are maintained through the State Fleet program and school-approved service providers.

Drivers shall:

- Utilize state-issued fuel cards in accordance with State Fleet requirements.
- Report low fuel levels and maintenance concerns promptly.
- Ensure vehicles are returned with adequate fuel whenever practicable.
- Secure a gas slip for all purchases and submit to Buildings and Grounds Officer

Maintenance scheduling shall be coordinated through the Buildings and Grounds Officer or designee.

Communication During Transportation:

When transporting students, drivers shall maintain reasonable communication access with the school through a cellular phone.

Drivers shall immediately notify school administration of:

- Vehicle accidents.
- Mechanical failures.
- Significant delays.
- Student emergencies.

Accident Reporting:

In the event of an accident:

1. Call 911 immediately if emergency assistance is needed.

2. Ensure the safety of all students and occupants.
3. Notify school administration as soon as practicable.
4. Follow law enforcement instructions.
5. Complete all required State of Rhode Island accident reporting forms.
6. Submit all reports to the School Director or designee no later than the next business day.

The school shall coordinate all required reporting with State Fleet and applicable state agencies.

Vehicle Breakdown or Roadside Emergency:

If a vehicle becomes disabled:

1. Move the vehicle to a safe location whenever possible.
2. Activate hazard lights.
3. Ensure students remain in a safe location away from traffic hazards.
4. Contact emergency services when necessary.
5. Notify school administration immediately.
6. Follow instructions regarding student pickup, towing, or roadside assistance.

School administration shall coordinate transportation arrangements and vehicle recovery through approved service providers and State Fleet procedures.

Compliance:

All vehicle operation shall comply with:

- Rhode Island General Laws.

- Rhode Island Department of Education requirements.
- State Fleet regulations.
- School safety procedures.
- Applicable motor vehicle laws and regulations.

Failure to comply with these procedures may result in suspension or revocation of driving privileges and may result in disciplinary action.

All drivers must adhere to traffic laws and speed limits. The individual operating the vehicle is solely responsible for any moving violations, parking tickets, or fines incurred.

RISD Board of Trustees

First reading: June 10, 2026

Second reading: July 8, 2026

Approved: July 8, 2026