

Sutton Public Schools
Multi-Function School Activity Bus (MFSAB)

VEHICLE USE AGREEMENT

1. The Town shall not be liable for the loss or damage of any personal property transported or left in MFSAB. Operator should ensure that all property of the operator, occupants, and/or Sutton Public Schools is removed from MFSAB after its use, and that the vehicle is otherwise clean inside.
2. MFSAB may only be used for Sutton Public Schools' purposes. MFSAB shall not be taken home or used for any personal reason.
3. MFSAB must remain securely locked while unattended.
4. Operator should never leave MFSAB unattended with key in the ignition or lock, or anywhere in the vehicle.
5. Employee may not operate MFSAB while under the influence of alcohol, illegal drugs, controlled substances, or medications that may impair judgment and/or driving ability. Operator must be alert, and not fatigued, at all times while operating the vehicle.
6. Operator is prohibited from possessing alcohol, tobacco products (including, but not limited to, vapor/E-cigarettes), marijuana, steroids, illegal drugs, or controlled substances in MFSAB.
7. Operator of MFSAB shall maintain a valid motor vehicle license issued by the Commonwealth of Massachusetts, or the state of operator's current residence, which must be presented to the Business Office at the time of application and at the start of each school year.
8. Operator of MFSAB shall drive defensively and obey all applicable traffic and parking regulations, ordinances, and laws.
9. Operator who incurs parking or other fines/citations while using MFSAB shall be personally responsible for payment of such fines/citations.
10. Operator who is issued fines/citations for any offense while using MFSAB must notify the Business Manager immediately when practicable, but not later than 24 hours after the issuance of a fine/citation.
11. Any collision or accident incurred, no matter how minor, while operating MFSAB shall be reported immediately to law enforcement and, thereafter, reported immediately to the Business Manager when practicable, but not later than 24 hours after the accident. Operator will be required to complete an accident report form within 24 hours of the incident.
12. If operator is charged or arrested for a motor vehicle offense for which punishment includes suspension or revocation of the motor vehicle license, whether in operator's personal vehicle or MFSAB, operator must notify the Business Manager immediately when

practicable, but not later than 24 hours after such charge or arrest has occurred. License suspension or conviction of an offense may be grounds for loss of MFSAB privileges.

13. MFSAB may not be driven out of state without advance approval of the Superintendent or Business Manager.
14. Smoking of any kind, including vaping, is not permitted in MFSAB in accordance with M.G.L. c.270, §22.
15. MFSAB may not be fueled with students on board.
16. The use of cellular phone and handheld electronic devices is strictly prohibited. This prohibition includes the receiving (accepting) or placing calls; retrieving, sending, or responding to text and image messaging; internet browsing; reading, drafting, or sending e-mails; checking voice messages, and operating any application installed on cellular phones or handheld devices, with the exception of the use of audible GPS driving directions. Drivers must remain focused on the road and driving conditions.
17. I understand that I will be required to undergo a drug and alcohol screening immediately after any accident regardless of fault.
18. I understand that it is my responsibility to ensure that all occupants, including myself, are wearing seat belts while operating or riding in MFSAB.
19. Failure to comply with any and all applicable provisions of this agreement may result in disciplinary action up to and including suspension or removal of MFSAB privileges, suspension and/or termination of employment.

This form must be signed annually.