



Administrative Policies
And Procedures
Tennessee Supreme Court
Administrative Office of the Courts

R.A.P.

Index #: 1.07

Page 1 of 4

Effective Date: 06/28/2022

Approved by: Chief Justice Roger A. Page and Director Michelle J. Long

Subject: Justice Bus Vehicle Policy and Guidelines

- I. **Authority:** Tenn. Code Ann. §§ 16-3-504, 16-3-803.
- II. **Purpose:** To establish procedures and guidelines for the safe, efficient, and economical use of the Justice Bus and Justice Bus equipment assigned to Administrative Office of the Courts (AOC).

The Justice Bus and equipment shall be used only for AOC purposes, as authorized by this policy.
- III. **Application:** This policy shall apply to all AOC Departments/Divisions utilizing the Justice Bus vehicle and/or equipment for the Justice Bus.
- IV. **Responsibilities:** AOC Division Leaders are responsible for ensuring:
 - A. Proper use of Justice Bus vehicles and equipment;
 - B. Investigation of allegations of misuse or abuse of Justice Bus vehicle(s) and/or equipment; and
 - C. All parking tickets and moving violations are reported to the AOC Director and paid by the AOC employee operating the bus at the time the violation occurred in accordance with established regulations. (See also Section VI.E.)
- V. **Definitions:**
 - A. "AOC Employee" is any person who works for the AOC in a full-time or part-time status.
 - B. "Authorized Passenger(s)" is any AOC employee(s) or other individual(s) involved in the conduct of Justice Bus business in partnership with the AOC.
 - C. "Authorized Non-State Employee(s)" is any individual(s) involved in the conduct of Justice Bus business in partnership with the AOC who has been approved by an AOC employee for the event for which they are using the Justice Bus.
 - i. Authorized non-state employees include legal aid attorneys and staff, pro bono attorney and volunteers, members of the Access to Justice Commission and its Advisory Committees, and named stakeholders or

partners in the Justice Bus event for which they are traveling in or using the Justice Bus.

- D. "Justice Bus" is a vehicle outfitted with internet and necessary equipment to offer immediate access to legal tools and assistance across the state, particularly in remote and underserved communities.
- E. "Justice Bus Business" is any activity conducted in conformance to these rules, and is directed and controlled by the AOC to advance the lawful policies and purposes of the AOC and the Justice Bus.

VI. Restrictions/Accident Reporting/Traffic Violations:

- A. The following restrictions apply to the operation of the Justice Bus vehicle and equipment:
 - 1. Only AOC employee(s) can operate the Justice Bus, and the operator must possess a valid Tennessee driver's license.
 - 2. Only authorized passengers engaged in the business of the Justice Bus may be transported in the Justice Bus.
 - a. Special exceptions may be granted by the AOC Director. Authorized non-state employees engaged in the business of the Justice Bus do not require an exception.
 - 3. All AOC employees operating the Justice Bus are required to use proper safety procedures for that type of vehicle as required by the manufacturer.
 - 4. All AOC employees operating the Justice Bus are required to follow all state laws, included but not limited to, the wearing of seat restraint belts and restrictions on the use of mobile devices.
 - 5. AOC Justice Bus are not to be used for personal purposes, except when authorized by the AOC Director.
 - 6. Smoking is prohibited in the Justice Bus.
 - 7. Except for service animals, transporting animals is prohibited in the Justice Bus.
 - 8. AOC employees operating Justice Bus shall abide by the AOC Policy 1.03 (Use of State Owned Computers and Equipment authorized under Tenn. Code Ann. §§16-3-803 & 10-7-512).
- B. Exceptions: Temporary exceptions to established regulations may be made in the event of disaster and emergency situations such as inclement weather, tornadoes, floods, etc., when the protection of life and property is involved. Communication with the AOC Division Leaders will be made as close in time as possible to the emergency situation.

The AOC Director may grant exception(s) to any provision of this policy on a case by case basis.

- C. Employees who have been found to have violated the above restrictions will be subject to disciplinary action up to and including termination.
- D. The cost of maintenance and/or reasonable repairs, such as normal wear and tear, will be charged to the AOC.
- E. Accident Reporting: In the event of an accident or an incident involving the Justice Bus, the operator of the Justice Bus will follow the State's Auto Accident Reporting Instructions. Pursuant to those instructions, the AOC employee will not leave the scene; will call emergency services as needed; will take at least four photos of all vehicles involved; will obtain license plate numbers of all vehicles involved; will obtain insurance information/photo of insurance card for the other party(ies); document any notable unrelated damage; will call the State's Auto Accident Call Center at 855-253-0629 to report the incident; and will contact their immediate supervisor.

The AOC employee operating the Justice Bus shall not admit fault in the accident or make any promises to anyone related to coverage or reimbursement.

As required and set forth above, the AOC employee operating the Justice Bus shall report the following information, if available, to the State's Auto Accident Call Center (855-253-0629) and to their immediate supervisor:

1. Incident date, time, and location;
 2. Driver's license, telephone number, and email;
 3. Any/all other drivers' names and telephone numbers, plus email addresses, if available;
 4. Any other involved passengers' names and telephone numbers, plus email addresses, if available;
 5. Information for all vehicles involved in the incident, including license plate number and/or VIN;
 6. Supervisor' name, telephone number, and other available contact information; and
 7. If known, confirm if any fatalities or non-fatal injuries occurred in the incident.
- F. Parking and moving violations will be sent via email and/or interoffice mail to the AOC Director. Payment of any violations or citations issued, including for example parking violations, moving violations, red-light or speeding cameras, shall be the responsibility of the employee driving the Justice Bus at the time the violation occurred.

VII. Misuse:

- A. Misuse of Justice Bus vehicles and equipment may include, but is not limited to, the following:
 - 1. Violation of traffic laws in the Justice Bus, including but not limited to, exceeding a posted speed limit, reckless driving, illegal parking, etc.
 - 2. Careless operation that results in damage to the Justice Bus and/or equipment or injury to person(s).
 - 3. Use of the Justice Bus and/or equipment for personal use.
 - 4. Damage to the Justice Bus and/or equipment caused by negligence.
- B. Allegations of misuse or abuse of the Justice Bus shall be sent to the AOC Director for investigation. The AOC Director or his or her designee shall investigate and document the results of that investigation.
- C. Employees who have been found to have misused Justice Bus will be subject to disciplinary action up to and including termination.