

NON-INSTRUCTIONAL OPERATIONS

School-Owned Vehicles

The following procedures are in effect for the use of school-owned vehicles:

Assigned Vehicles

School-owned vehicles may be assigned to a staff member on a 24-hour basis for one or more of the following conditions:

- A. The staff member is subject to 24-hour call. The frequency of such travel on call is greater than would justify requiring the person to use his/her own personal vehicle, or the equipment maintained in the vehicle justifies the 24-hour assignment.
- B. The nature of the assignment requires the use of a specially-equipped or special-purpose vehicle.
- C. The staff member can conduct his/her duties more effectively; or
- D. The vehicle is more safe and secure at the staff member's residence.

The staff member shall be responsible for reporting mechanical concerns, maintaining the vehicle in an orderly condition and properly securing the vehicle. Personal items, other than incidentals shall not be stored in the District-owned vehicle.

For business reasons, certain employees have been designated to drive a District-owned vehicle to and from their residence for commuting purposes. This shall be the only authorized personal use of the vehicle. Other personal use will subject the employee to disciplinary action.

All operational costs shall be borne by the district.

In accordance with IRS regulation, the district shall report (IRS, WSTRS) as income an amount of \$1.50 for each one-way trip for personal commuting between home and place of work for each staff member who is assigned a school vehicle for 24-hour use.

The procedures, as stated below for motor pool vehicles, shall also apply to individually assigned vehicles.

Motor Pool

The following procedures shall be in effect for the operation of school-owned vehicles:

- A. Vehicles shall be used for official school district business only. Unapproved personal use of district vehicles constitutes grounds for disciplinary action which may include suspension without pay, termination of employment in the case of repeated violations, or suspension or termination of the right to operate district-owned vehicles. All users shall be employees or officers of the district.
- B. All operators shall have a valid driver's license and operate the vehicles in accordance with all Federal, State and local laws and regulations.

- C. Any citation for violation of motor vehicle laws shall be the sole responsibility of the operator. Citations of any kind received by the employee that are in any way connected with the operation of the District owned vehicle shall be reported to the Employee's supervisor as soon as possible. Disciplinary action may result from illegal or improper operation of the District owned vehicle.
- D. If involved in any accident the operator shall notify the proper law enforcement agency immediately and file an accident report within 4-hours. Employee shall notify the District as soon as possible regarding the accident. Those accidents which involve personal injuries must be reported by telephone and followed up with a written report, both to the district and the district's insurance company.
- E. Where the employee-driver is presumed not at fault, the district shall file a claim for damages with the insurance company of the other operator.
- F. In the event of vehicle operation issues, the staff member should contact the motor pool supervisor for repair procedures.
- G. Accident report blanks, trip log, malfunctions report forms, and insurance information shall be kept in the glove compartment of the vehicle.
- H. The driver and any approved and appropriate non-personal passengers shall wear seat belts at all times.
- I. Possession, storage or use of alcoholic beverages and tobacco products in the District-owned vehicles is strictly prohibited.
- J. Employee's use of District-owned vehicles to transport students must comply with all District policies and procedures regarding such transport.

Motor pool vehicles are assigned on a first come, first serve basis.

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