

**Regulation**

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DISTRICT OWNED VEHICLES

District owned vehicles may be assigned either to individuals or to units within the organization for pool use according to the following classifications:

- A. Vehicles may be assigned permanently and individually to the superintendent, business administrator/board secretary or other supervisory employees who based on their job duties may be called upon on a 24 hour, seven-day a week basis. No individual assignment shall be made for the primary purpose of commuting.
- B. A unit may be permanently assigned one or more district pool vehicles only if employees of the unit will collectively use the vehicle or each vehicle for more than an average of 750 miles per month on official district business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a district facility when not in official use.
- C. Employees may be temporarily assigned a district vehicle for travel events.
- D. The business administrator/board secretary or his/her designee is assigned the functions of district vehicle coordinator.
- E. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points.
- F. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken.
- G. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.
- H. The district vehicle shall be used primarily for business purposes, however, incidental and reasonable personal use is permitted.

Legal References: N.J.A.C. 6A:23A-6.12 District vehicle assignment and use policy

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