



District-owned Vehicles Policies, Procedures & Responsibilities

I. INTRODUCTION

District-owned vehicles are for the sole purpose of conducting support services for schools and offices. Only Lemoore Union Elementary School District employees or officially-approved, licensed others may operate district vehicles.

This bulletin communicates the District's policy regarding the acceptable use of District-owned vehicles. District employees authorized to drive a District vehicle for daily work or as a pool car must familiarize themselves with and adhere to District policies regarding the appropriate use of District-owned vehicles and vehicle safety.

II. ACCEPTABLE USE OF DISTRICT VEHICLES

Employees may use District-owned vehicles only for official business and work-related activities, not for personal business. District-owned vehicles may only be taken home with supervisor approval when travel schedules warrant, and the vehicle should remain locked and legally parked in a safe location at the employee's residence until needed for travel.

III. RESPONSIBILITIES

A. Administrator

1. It is the responsibility of the department head or site administrator to ensure that District vehicles are used in accordance with the policies and procedures, including:
 - a. Contributing to the maintenance of the authorized driver list by:
 - i. Adding and updating supervised employees on the list.
 - ii. Ensuring employees maintain a valid California Driver's License.
 - iii. Ensuring employees have submitted a DMV printout for the current fiscal year.
 - b. Verifying employee cleared status before approving vehicle requests.
 - c. Ensuring the Maintenance Department is notified immediately of any equipment violations, malfunctions or service needs.



B. Authorized District Employees

1. Employees must physically possess their California Driver's License while operating District vehicles and shall not drive a vehicle for District service while his/her driver's license has expired, been suspended, or revoked. Any authorized driver who is convicted of a Department of Motor Vehicles (DMV) violation or whose license is suspended/revoked must report this situation to his/her supervisor within one (1) business day of notification.
2. Employees must provide a DMV printout yearly within 30 days of their start date and keep the District abreast of any changes that may affect their eligibility to drive District vehicles. (Fees will be reimbursed by the District office.)
3. Employees must obtain prior approval from their administrator or designee as a condition for pool vehicle use.
4. Tickets for mechanical/equipment violations should be referred to the department head or site administrator for resolution; however, tickets for traffic violations are the financial responsibility of the employee.
5. Employees who drive District-owned vehicles must comply with all Federal, State, and local laws pertaining to the use of the vehicle. Employees will be personally responsible for fines or other penalties based upon parking and traffic violations and citations, or violations of law involving the use of the vehicle.
6. Employees who have been directed to refrain from operating a vehicle by a medical professional due to either a permanent medical condition or a temporary prescription must adhere to the order and inform the Human Resources Department.
7. While not in use, vehicles shall be legally parked and locked at all times. Employees shall not leave district property, sensitive information, or public documents (other than reference material) in the vehicle while off duty.
8. The District is not responsible for personal items left in District-owned vehicles.



C. Financial Responsibility and Documentation

Motor vehicle drivers are required by State law to show proof of financial responsibility upon request by a law enforcement officer. The District vehicle fleet is self-insured. All employees assigned vehicles for use while on District business are covered by the District's self-insurance program. A copy of the vehicle registration form as well as the Notice of Financial Responsibility can be found and must be kept in the glove compartment of the vehicle at all times.

In the event of an accident involving the District vehicle, a District Motor Vehicle Accident/Incident Report must be completed and submitted to the employee's supervisor immediately.

D. Vehicle Maintenance

Employees who drive District-owned vehicles must keep the vehicle clean, maintain proper fuel and fluid levels, and keep tires properly inflated at all times. All gasoline-powered vehicles are to be fueled only with regular (87-octane) unleaded gasoline, unless otherwise specified.

E. Vehicle Charging

Plug-In hybrids should be charged regularly so as to maximize battery power while cutting down on gas consumption. When traveling and using hotel charging stations, vehicles should be moved into regular parking spaces upon reaching a full charge.

IV. SAFETY

Every driver shall be familiar with and observe all State of California Vehicle Codes, and local traffic rules and ordinances, including traffic control signs, posted speed limits, parking restrictions, and other applicable rules and regulations governing vehicle operation.

It is the responsibility of the employee to visually inspect the vehicle prior to its use to ensure that the vehicle is in a safe and clean operating condition (e.g. material/equipment that obstructs the driver's vision and/or may cause injury in the event of an accident).



V. IMPROPER USE OF A DISTRICT VEHICLE

Employees may have vehicle privileges suspended or revoked, may be subject to disciplinary action, and may be liable to the District for costs resulting from any misuse of a District-owned vehicle. Examples of infractions that could lead to cancellation of the use of a District vehicle and possibly result in disciplinary action include:

- a) using a District-owned vehicle for other than official District business, except as specifically permitted by this policy;
- b) failure to adhere to maintenance schedules resulting in unsafe operation and/or unnecessary District expense;
- c) driving a District vehicle without a valid California Driver's License and/or failure to report a suspended license;
- d) noncompliance with applicable traffic laws, unsafe driving practices or abuse of the vehicle;
- e) smoking in District-owned vehicles;
- f) failure to use proper fuel;
- g) failure to wear seat belts;
- h) improper cell phone use;
- i) improper fuel card usage;
- j) transporting unauthorized passengers;
- k) failure to report an accident or wrongfully leaving the scene of an accident;
- l) multiple preventable accidents causing financial loss to the District.

Instances of non-compliance with any of the policies and procedures regarding use of District vehicles may result in the revocation of vehicle privileges, and a report to the Superintendent or his/her designee, who will follow up with the appropriate administrator for the office involved.

VI. CHECKOUT PROCEDURE FOR TRAVEL VEHICLES

1. For vehicle availability, please email transport@myluesd.net
2. Employees must submit a completed LUESD Vehicle nRequest form to the Maintenance Department ten or more days prior to the departure date.
3. A confirmation email will be sent within 3 days of receipt.
4. Vehicles and keys must be picked up and returned to IMS during standard hours: 7:00am - 3:30pm.
5. Vehicles are to be returned with a full tank of fuel and free of debris and personal items. Fuel receipts must be submitted with the keys.
6. For travel starting or ending on a weekend or holiday, vehicles must be picked up the business day prior or returned the following business day.