



Superintendent Procedure 6640SP

District-Owned Vehicles

Approved by: s/Denise Juneau Date: 1/15/2019

Denise Juneau, Superintendent

Per Policy No. 6640 "the district may provide for the necessary transportation and expenses that are incurred in the course of performing services for the district, whether within or outside the district."

GLOSSARY OF TERMS

- **Remarketing** - The sale, surplus auction or scrapping of fleet vehicles to remove them from the active vehicle fleet.
- **Life Cycle Cost Evaluation** - The calculated overall cost of ownership for the projected vehicle service life.
- **Cited Violation** - Any ticketed vehicle violation, including but not limited to: speeding, speed camera, red light camera, parking, tolls, failure to signal, reckless driving and driving under the influence.

SCOPE OF PROCEDURES

These procedures cover the following areas:

- Vehicle safety, identification, maintenance, procurement, cost-effectiveness, transfer, surplus and imputed income;
- Vehicle use, including prior approval, criteria for use, cost-effective use, take-home use and driver disqualifications;
- Vehicle assignment;
- Responsibilities of district staff and supervisors; and
- Potential departmental procedures.

VEHICLES

Safety

All district vehicles shall be used in a safe and legal way. Risk Management shall develop and maintain the "If You Are Involved in a Vehicular Incident" packet.

Identification

All district-owned vehicles will be properly marked with letters of contrasting color at least 1-1/4" in height in a conspicuous place on both sides of the vehicle by the Maintenance Department. The district may use a distinctive insignia which will be at least six inches in diameter across its narrowest dimension. Immediately below the lettering identifying the district shall appear the words "for official use only" in letters at least one inch high in a color contrasting with the color of the vehicle unless an exemption has been granted by the Washington State Department of Enterprise Services

(RCW 46.08.065). Vehicles will display insignias that are consistent with the district's current or historical logos.

Maintenance

The Fleet Manager and the Maintenance Department shall determine the most cost-effective method of maintaining district-owned vehicles in a safe operating condition. Vehicle maintenance will be provided by the district's Maintenance Department unless otherwise specified.

The Maintenance Department Manager shall submit a monthly report detailing the maintenance performed on fleet vehicles with all associated costs. This maintenance report will be used to determine which vehicles are in compliance with the established maintenance schedule. Any vehicles found out of maintenance compliance will be contacted to schedule service. The Maintenance Department shall place documentation on servicing requirements and servicing location(s) for each district-owned vehicle in the specified vehicle. The Maintenance Department shall assure the Risk Management packet "If You Are Involved in a Vehicular Incident" is located within the licensed district-Owned vehicles at the time vehicle is serviced and ensure the vehicle contains a high visibility vest or jacket, first aid kit, and fire extinguisher. All expenses incurred from servicing district-owned vehicles shall be charged to the department where the vehicle is assigned. Budget pre-approval for non-emergency work is the responsibility of the assigned driver's department.

Procurement

The purchase or lease of district-owned vehicles shall comply with Washington State, Federal and district laws, policies and procedures on procurement.

No vehicle shall be accepted as a donation unless a passing vehicle safety check, vehicle maintenance review and life cycle cost evaluation has been performed. The department receiving the donation will be responsible for the cost to evaluate the vehicle.

Cost-Effective Vehicles

Maintenance and ownership of district-owned, licensed vehicles used less than 2,400 miles per year is generally not cost-effective. Such vehicles shall be transferred or remarketed unless a Chief Officer has approved documentation that it is in the district's best interests to continue funding the low-use vehicle. Vehicle mileage will be tracked using monthly fuel card reports provided by our fuel card program provider. The assigned driver and/or department head will be contacted for any vehicle not fueled during a 90-day period to obtain an actual mileage reading.

Transfer

When a department or school determines their district-owned vehicle is no longer reasonable to maintain or meets their needs, they may request the Fleet Manager to assign the vehicle to another department or school. The Fleet Manager will identify a potential transfer recipient or remarket the vehicle.

Surplus and Remarketing

District-owned vehicles not meeting the needs of any department or school, or vehicles the Maintenance Department determines can no longer be maintained in a safe operating condition, shall be declared surplus and processed by Fixed Assets in the Accounting Department via auction or remarketing,

Imputed Income

The Payroll Manager shall review take-home use of district-owned vehicles to verify compliance with Internal Revenue Service (IRS) regulations pertaining to the use of district-provided vehicles for personal commuting.

VEHICLE USE

Prior to the use of any district vehicle, staff members must have (attached) a "District-Owned Vehicle Conditions of Use Agreement" form generated by the Fleet Manager and approved by the staff member's manager and director (or responsible principal or Chief Officer). Any variation or modification to the attached form must be approved by the Legal Department before it may be used.

Unless otherwise specified, all travel must be directly related to assigned duties. All staff members must comply with the district's ethics policy and procedures pertaining to district cars. District-owned vehicles are intended to be used for district business. District staff may make occasional but limited use of district-owned vehicles non-district use only if **each** of the following conditions is met:

- There is little or no cost to the district;
- Any use is brief;
- Any use occurs infrequently;
- The use does not interfere with the performance of any staff person's official duties; and
- The use does not compromise the security or integrity of the district-owned vehicle.

General Criteria for Use of a District-Owned Vehicle

In addition to State and Federal restrictions on the use of district-owned vehicles, such vehicles may only be approved for use if there is a documented school district business need and at least one of the following criteria is met:

- The district-owned vehicle is the least-cost method of transportation to provide the service (cost shall include the staff member's time at their hourly rate);
- No other mode of transportation is available to or from the destination at the required time(s);
- The service to be provided requires use of a special vehicle;
- Use of a district-owned vehicle is required to meet government regulations;
- Other criteria approved by the Chief Operations Officer or Deputy Superintendent.

Cost-effective Use

Expenses for each vehicle (including fuel and maintenance) shall be charged to the department where the vehicle is assigned so that the department manager may weigh the costs of each vehicle against the value provided by the vehicle.

Take-Home Use

Requests for an assigned district-owned take-home vehicle by a staff member must be approved by their supervisor (including principals) and a Chief Officer.

The approving supervisor shall document, and keep on file, the following information:

- How the vehicle would be used in the fulfillment of the employee's job responsibilities;
- How the employee's use of the take-home vehicle benefits the district; and
- Why the employee should not use alternative forms of transportation or their own vehicle.

Take-home vehicle assignments shall be limited to one year but may be revoked for business reasons (including business need, safety, legal and liability, etc.) at any time. The approving supervisor shall review the list of take-home vehicles every year and may, at their discretion and the needs of the department or district, choose to extend or not extend the take-home vehicle assignment for another year. The reviewed list shall be sent to the approver's supervisor.

When required by IRS regulations, imputed income from take-home use of a district-owned vehicle will be calculated by payroll.

Driver Disqualifications

The following are grounds for disqualification for driving a district-owned vehicle:

- Operating a vehicle under the influence of a controlled substance or alcohol, leaving the scene of an accident, or commission of a felony.
- A report of a positive drug or alcohol finding, refusal to be tested or failure to appear for testing.
- Three or more at-fault vehicle collisions in a twelve-month rolling calendar.
- Three or more cited traffic infractions and/or criminal traffic offenses in a twelve-month rolling calendar.
- Allowing an unapproved driver to operate the district-owned vehicle.
- Violation of the conditions enumerated on the "District-Owned Vehicle Conditions of Use Agreement."
- Lack of a current, valid, driver's license appropriate for the vehicle being driven.

Length of disqualification shall be six months unless an appeal is made to the Deputy Superintendent by the employee's supervisor for a more or less restrictive disqualification time period based on the circumstances surrounding disqualification and in the best interest of the district.

VEHICLE ASSIGNMENT

Each district-owned, licensed vehicle may only be assigned to a district staff member or members. Each Chief Officer shall maintain the vehicle assignment list for their reporting department.

RESPONSIBILITY

District Staff

All district staff that have an assigned district-owned vehicle shall be responsible for the following:

- Full compliance with the District-Owned Vehicle Conditions of Use Agreement form that each driver must fill out and submit to the District Fleet Manager prior to operating a district vehicle.
- Up-to-date recordkeeping shall be kept and provided to their approver on a monthly basis. This information shall include: vehicle number, month, year, employee name, employee position title, phone number, odometer reading at the last fueling, odometer at the end of the month and the location where the vehicle is stored.
- Compliance with regular vehicle servicing requirements, including fuel card usage and timely submission of vehicle trip logs to the approver.
- Accurate reporting of mileage while fueling vehicles with the district provided fuel card.
- Only using the district-provided fuel card assigned to each vehicle to fuel district vehicles and equipment for which the card has been assigned.
- District staff is responsible for documenting both pre-trip and post-trip inspections to note any vehicle issues or damage. Any damage to the vehicle shall be documented and reported to the staff member's approver, including who caused the damage, and when the damage was caused. The report should be provided within 24 hours for minor damage, and immediately for damage greater than \$750.

Supervisors and Managers

Supervisors and managers of district staff, including principals with assigned district-owned vehicles shall:

- Using the criteria in this procedure, provide justification, to the Chief Operations Officer or Deputy Superintendent they report to, for the business need of the district-owned vehicles assigned to their department(s);
- Review the cost-effectiveness of the district-owned vehicles as part of their annual budget process;
- Review the fuel usage of their drivers to ensure accurate mileage reporting.
- Use work-orders and consultation with the Maintenance Department to verify and document that the vehicles assigned to their staff have been serviced at the required intervals;
- Annually provide the Payroll Department a list of all staff authorized to take home a district-owned vehicle and the number of days the vehicle will be taken home each month. Changes to this information shall be reported to the Payroll Department within 30 calendar days of the change.

- Annually provide the Asset Management Office (Accounting Department) with the location(s) of all district-owned vehicles used by staff. Changes to this information shall be reported within 10 working days of the change.
- Budget and approve expenditures required for maintenance of all vehicles assigned to their staff(s) unless the vehicle in question is transferred, or remarketed. Required maintenance shall be determined by the Maintenance Department.
- Annually provide Accounts Payable the required budget coding information for fueling vehicles with the district-provided fuel card to add each department to the fuel purchase order.
- Ensure drivers use the correct district-provided fuel card for each vehicle and never fuel multiple vehicles with the same card.
- Send electronic copies of the following documents to the District's Fleet Manager:
 - Monthly fuel and mileage reports;
 - The justification for the business need of the district-owned vehicles assigned to their department;
 - District-Owned Vehicle Conditions of Use Agreement for each assigned driver;
 - The Authorization for Assignment of a District Vehicle for each assigned driver;
 - The current list of staff authorized to take home a district-owned vehicle and the number of days the vehicle will be taken home each month.

District Fleet Manager

The District Fleet Manager shall:

- Document the monthly reconciliation of fuel usage and mileage for each of the assigned district-owned vehicles;
- Maintain files of drivers, assigned vehicles, fuel use, mileage and maintenance for the length of time required by the district's records retention standards;
- Develop and maintain reporting forms;
- Train and support supervisors (managers and principals) on superintendent's procedures for vehicle use and reporting;
- Maintain files of:
 - assigned vehicles and drivers
 - vehicle and fuel use;
- Audit mileage and fuel use;
- Report monthly and annually on:
 - Compliance with superintendent's procedures
 - Vehicle and fuel use (including take-home vehicle use)
 - Location of vehicles
 - Vehicle maintenance
- Make recommendations to leadership for ways to improve customer services and the efficient use of district-owned vehicles; and
- Develop life-cycle model to maintain a sustainable and reliable fleet.

DEPARTMENTAL & SCHOOL PROCEDURES

Nothing noted above shall prevent an approver from implementing additional procedures for district-owned vehicles provided the additional procedures are approved by the approver's supervisor.

Approved: October 2014

Revised: January 2019; March 2016

Cross Reference: Policy No. 6640, 6220, District-Owned Conditions of Use Agreement