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#### **MANAGEMENT SUPPORT**

### **District-Owned Vehicles**

District-owned vehicles are to be used for official school district business only. The Everett Public Schools' maintenance and operations department is responsible for fleet management of all district-owned vehicles that do not transport students. The transportation department is responsible for fleet management of vehicles that transport students including vehicles that are stationed at the high schools. This procedure outlines the requirements for operating a district-owned vehicle. In addition, some of the vehicles must comply with the Federal Motor Carrier Safety Administrations regulations.

### **District-Assigned Vehicles**

Vehicle assignments to individual employees should be held to a minimum and kept functionally cost effective. The demands of the district's operations will sometimes justify overnight vehicle assignments as an efficient and effective means of enabling district staff employees to be at various work sites or on emergency call status. In order to minimize operating costs and the potential for vehicle underutilization, misuse and abuse, supervisors shall carefully manage vehicle assignments to assure adherence to the following:

- A. **Department vehicle assignment** is the ongoing assignment of a vehicle to an employee(s) within a specific department to meet an official requirement. Unless otherwise approved, department vehicles will be parked at the employee's assigned work location during off hours (evenings, weekends and during school holidays).
- B. **Overnight vehicle assignment** is the assignment of a vehicle to an employee to be driven to and from the employee's home and work location on a long-term and continuing basis.
- C. **Temporary overnight vehicle assignment** is the assignment of a vehicle to an employee who on an occasional or infrequent basis needs to meet a specific official requirement. The vehicle may be driven to and from the employee's home and work location. These assignments should be limited to thirty (30) days or less.
- D. Approving authorities must give the highest level of scrutiny to the specific merits of each ongoing or temporary overnight vehicle assignment request since few, if any, vehicle assignment situations are alike.

### **Request for Approval**

#### A. Vehicles assigned to operational departments

Use of department vehicles will be approved by the administrator of that department. An ongoing overnight vehicle assignment must be requested by the employee's department head. Such request shall be submitted to the director of maintenance and operations for review and recommendation, and then forwarded to the **executive director of facilities and operations chief operating officer** for approval.

Factors to be considered in determining if a basis exists for an ongoing overnight vehicle assignment **may** include, but are not limited to:

- The employee is on call and/or has emergency response duties;
- The employee is assigned duties at multiple work sites; or
- The employee must use a vehicle equipped with a two-way radio or other specialized equipment used by the employee in the performance of the duties of <a href="https://her-their">his/her-their</a> position.

### B. Vehicles assigned to schools

Use of school-assigned vehicles will be approved by the principal and/or <a href="https://her-their">https://her-their</a> designee in accordance with <a href="Board Policy 2320">Board Policy 2320</a>, Field Trips. Approval for overnight usage shall be limited to events requiring overnight travel for students.

#### **District Vehicle Operator Responsibilities**

- A. District vehicles shall be operated only by authorized district employees.
- B. Operators of district vehicles shall wear seat belts at all times while the vehicle is in motion. All passengers in district vehicles shall wear the appropriate passenger-restraining device.
- C. Vehicle passengers must have a bona fide business purpose with the district and must be approved by the authorized operator. Employees of district service providers, vendors and approved school district volunteers may be passengers in district-owned vehicles provided that it is for district business.
- D. The operator will ensure that the district vehicle is driven safely and left in a neat and orderly manner at the end of each workday or shift.
- E. Operators of district vehicles shall make no modifications, permanent or temporary to the vehicle. The display of messaging or signage on district vehicles is prohibited with the exception of the district logo, state-required identification, and route numbering signage approved by the transportation department.
- F. The use of a handheld cell phone while operating a district vehicle is prohibited. A handsfree device that includes a speaker phone, a headset, or an earpiece is allowed while operating a district vehicle.

### G. Tobacco or tobacco-like product use is prohibited in all district vehicles (Policy 5140).

- **HG**. Operators of district vehicles will immediately report to their supervisor any traffic accident citation received while operating a district vehicle.
- **LH**. Personal use of district vehicles is not authorized except for non-recurring personal errands on the way to and from work (if within a reasonable distance on a direct route to and from work) and to and from lunch on a workday. District vehicles will not be operated on non-workdays unless required for district business.

### **Driving Record**

- A. Candidates for employment in positions necessitating the use of a district vehicle shall <a href="https://www.nee.google.com/hearts-salistates/">hold a valid Washington State driver's license and provide a driver's abstract from the Department of Motor Vehicles to the human resources department present a satisfactory driving record as defined below as a condition of employment.</a>
- B. Driving records of persons assigned to district vehicles or who use district vehicles in the performance of their duties will be checked upon initial assignment of the vehicle and every year thereafter by the transportation department.
- C. Failure of an employee to maintain a satisfactory driving record will result in the denial of district vehicle privileges.
- D. A satisfactory driving record is defined as follows:
  - 1. A driving record with no felony convictions such as vehicular homicide, assault with a motor vehicle, etc.
  - 2. A driving record with no conviction within the last five (5) years for:
    - Driving with a suspended license;
    - Hit and run driving;
    - **Driving** while **intoxicated or** under the influence of a controlled substance;
    - Reckless driving; or hit-and-run.
    - Negligent driving of a serious nature.
  - 3. A driving record with no more than three (3) moving violations and/or "at fault" accidents within the last five (5) years a three-year period.
  - 4. A driving record with no currently suspended or revoked driver's license.
- E. Drivers transporting students must immediately report any moving violation to the transportation department.
- F. Any district employee who operates a district-owned vehicle with a suspended or revoked license and/or an unsatisfactory driving record will be subject to disciplinary action, up to and including termination.

### **Accident Reporting**

In the event a district vehicle is involved in an accident, the vehicle operator shall call local law enforcement, a supervisor, and shop personnel to the accident scene and provide a complete report within 24 hours to the director of maintenance and operations and to the district's risk manager.

All accidents must be reported immediately to the operator's supervisor, regardless of severity. Failure to immediately report an accident may result in termination of employment for the first offense.

For accidents that involve fixed objects, not vehicles or pedestrians, the operator should, if possible, take pictures of the scene and vehicle and must complete the district accident form. If possible, the operator should notify the owner of the object or leave district contact information at the scene.

For accidents involving other vehicles or pedestrians, the operator must call 911 and report the accident. The operator should, if possible, take pictures of the scene and vehicle damage and must complete the district accident form including information obtained from the other driver. The operator should not discuss fault.

- If students are on board the bus, another district staff member employee must report to the accident location if feasible.
- If no students are on board the bus or there are no injuries and the authorities release the operator and vehicle, another staff member district employee is not required to report to the accident location.

After any at fault accident, driver retraining may be required and will be required for any driver regularly transporting students. CDL drivers must immediately report for post-accident drug/alcohol testing pursuant to <u>Board Policy 5151</u>, Transportation Department Van Drivers—Drug/Alcohol Testing.

### **Gasoline Procurement Cards**

- A. Gasoline cards for the "Gasboy" City of Everett gasoline facility system may be obtained through the maintenance and operations department, except for school vans.
- B. Gasoline for district-owned vehicles will be purchased at the City of Everett Gasboy gasoline facility unless it is not feasible. Gasoline for travel outside of the district will be secured by a district-issued procurement card. When using a district-issued procurement card, the vehicle number and mileage must be written on the fuel receipt. The original fuel receipt must be submitted the same week to the finance and business services department with the department's weekly procurement card report.
- C. Gasoline for school vans will be paid for through the use of an assigned gasoline card or district-issued procurement card.
- D. Gasoline for district-owned equipment (i.e., lawn mowers, landscaping equipment, pressure washers) that is not a district vehicle will be paid for using a district-issued procurement card.

### **Records and Reports**

- A. The director of the maintenance and operations department shall maintain a master file indicating district vehicle assignments by department (<a href="Attachment A District Vehicle Fleet List">Attachment A District Vehicle Fleet List</a>).
- B. <u>District</u> <u>Vv</u>ehicle utilization/mileage logs for after-hours use will be maintained by all employees assigned an overnight vehicle (<u>Attachment B District Vehicle</u> <u>Utilization/Mileage Log</u>).

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- C. Each department head and high school principal with assigned vans will be responsible for collecting, maintaining, and keeping files for all <u>district</u> vehicle utilization/mileage logs (Attachment B District Vehicle Utilization/Mileage Log). All such records shall be subject to review by the <u>finance and</u> business <u>and finance</u> services department, the maintenance and operations department, or the transportation department.
- D. Department heads will submit the names of employees to the director of maintenance and operations annually regarding who has either an overnight <u>district</u> vehicle assignment or an ongoing <u>district</u> vehicle assignment (excluding school assigned vehicles).
- E. District employees assigned a district-owned vehicle will complete the District Vehicle Operator Responsibilities form (Attachment C) indicating knowledge of the rules pertaining to district vehicle use and the employee's agreement to abide by these rules.
- F. District employees assigned a district-owned vehicle <u>for overnight use</u> will <u>sign a also</u> <u>complete the Overnight District Vehicle Operator Responsibilities</u> form (Attachment D) indicating knowledge of the rules pertaining to <u>overnight</u> district vehicle use and the employee's agreement to abide by these rules (Attachment D).
- G. Overnight vehicle assignment operators will complete on a monthly basis all reports necessary for compliance with state and federal law and Internal Revenue Service regulations (Attachment E Personal Use of District Vehicle Log).
- H. Users of gasoline cards that are issued independently of a vehicle (such as for lawnmowers, etc.) shall maintain a log for each time the card is used (Attachment F).

#### **Misuse of District Vehicles**

Any reported or suspected misuse of district vehicles by an employee shall be investigated by the employee's supervisor. A report concerning such misuse shall be submitted by the supervisor to the director of maintenance and operations for operational employees and to the supervisor of transportation for employees transporting students.

Violations of any of the requirements of this procedure may result in disciplinary action, up to and including termination from employment.

Cross reference: Board Policy 6640 District-Owned Vehicles

Adopted: February 2013
Updated: December 2018
Updated: September 2023
PROPOSED: July 2024



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# Attachment A Current District Vehicle Fleet List

Vehicle Fleet List	Year	Make	Model	License #	Vin #	Assignment	<mark>Dept.</mark> Gas <mark>Boy</mark> Resp.	Vehicle color	Lettering color	Mileage	<u>Notes</u>

Adopted: February 2013
Updated: October 2020
PROPOSED: July 2024



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# Attachment B District Vehicle <u>Utilization/Mileage</u> Log

Month	Vehicle #

Date	Time	Mileage start	Mileage end	Location	Category	Issue

Adopted: February 2013
Updated: October 2020
PROPOSED: July 2024



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## Attachment C District Vehicle Operator Responsibilities

- A. District vehicles shall be operated only by authorized district employees.
- B. Operators of district vehicles shall wear seat belts at all times while the vehicle is in motion. All passengers in district vehicles shall wear the appropriate passenger-restraining device.
- C. Vehicle passengers must have a bona fide business purpose with the district and must be approved by the authorized operator. Employees of district service providers, vendors and approved school district volunteers may be passengers in district-owned vehicles provided that it is for district business.
- D. The operator will ensure that the district vehicle is driven safely and left in a neat and orderly manner at the end of each workday or shift.
- E. Operators of district vehicles shall make no modifications, permanent or temporary to the vehicle. The display of messaging or signage on district vehicles is prohibited with the exception of the district logo, state-required identification, and route numbering signage approved by the transportation department.
- F. The use of a handheld cell phone while operating a district vehicle is prohibited. A handsfree device that includes a speaker phone, a headset, or an earpiece is allowed while operating a district vehicle.

### G. Tobacco or tobacco-like product use is prohibited in all district vehicles (Policy 5140).

- **<u>HG</u>**. Operators of district vehicles will immediately report to their supervisor any traffic accident citation received while operating a district vehicle.
- LH. Personal use of district vehicles is not authorized except for non-recurring personal errands on the way to and from work (if within a reasonable distance on a direct route to and from work) and to and from lunch on a workday. District vehicles will not be operated on non-workdays unless required for district business.

I,	_ acknowledge that I have received and read Procedure	
Name (please print)	•	
6640P, District-Owned Vehicles. I a	am aware and knowledgeable of the expectations pertaining	g
to district vehicle use and agree to c	omply with these procedures.	_
č	•	
Signature	 Date	
2.8	2	
Adopted: February 2013		
PROPOSED: July 2024		



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## Attachment D **Overnight District Vehicle Operator Responsibilities**

- A. Operators will ensure that all reporting requirements in accordance with state and federal law and Internal Revenue Service regulations are completed monthly.
- B. Operators will complete on a monthly basis the required payroll department paperwork for tax purposes (Attachment E – Personal Use of District Vehicle Log).
- C. Operators will complete a monthly report of the days the vehicle was taken home overnight and submit it to the finance and business services department (Attachment C – District Vehicle Operator Responsibilities).
- D. Operators will complete a log of after-hours mileage use on a monthly basis (Attachment **D** B – District Vehicle Log).
- E. Operators will submit a copy of the monthly report and the mileage log to the director of maintenance and operations for review. The director of maintenance and operations will submit their monthly reports to the executive director of facilities and operations chief **operating officer** for review.

I,Name (please print)	acknowledge that I have received and read Procedure 6640P,								
District-Owned Vehicles. I am aware and knowledgeable of the expectations pertaining to district vehicle use and agree to comply with these procedures.									
Signature	Dute								
Vehicle Number									

Adopted: February 2013 PROPOSED: July 2024



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## Attachment E Personal Use of District Vehicle Log

Assigned to				Vehicle #  Month/Year			
Employee II		Employ	ree Name				
personal use of adjustment purate of \$3.00 commuting to	of district vehic arposes. Adjusta per day is used. work. The \$3.	les to maintain ments are made This represents 00 per day rate	logs of persona for each night s the estimated is taxable for F	Code requires so al use of district the district vehical value of the district, FICA, and I Payroll Office	vehicles for paticle is taken hor trict providing Medicare.	yroll tax me. The flat a vehicle for	
Dates on which	ch the above n	umber vehicle	was driven h	ome:			
1 🗖	2 🗖	3 🗖	4 🗖	5 🗆	6 🗆	7 🗖	
8 🗆	9 🗖	10 🗆	11 🗖	12 🗖	13 🗆	14 🗆	
15 🗖	16 🗖	17 🗖	18 🗆	19 🗖	20 🗆	21 🗆	
22 🗖	23 🗖	24 🗆	25 🗆	26 🗆	27 🗖	28 🗆	
29 🗖	30 □	31 🗆					
Total day	ys		X \$3.00	per day =	= \$		
Employee si	gnature (Person	1 to whom vehicl	e is assigned)	Date		-	
Supervisor s				Date		-	
Payroll adjusted by  Payroll department  Adopted: February 2013  Updated: October 2020							
<b>PROPOSED</b>	: July 2024						



Month: \_\_\_

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# Attachment F District Gas Card Log

<del>Card name &amp; number:</del>								
Card type:(diesel or unleaded)								
<del>Date</del>	<del>Username</del>	Gallons	<b>Dollars</b>	Type of equipment	Reason for gas usage			
	i	1	1	ĺ	1			

Adopted: February 2013
Updated: October 2020
PROPOSED: July 2024