



Book	Procedures Manual
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8651 - **BOARD-OWNED VEHICLES**

Purpose

This procedure defines the conditions of appropriate use of School Board-owned vehicles. It establishes procedures for the operation of such vehicles and addresses IRS regulations concerning commuting.

Scope

This procedure applies to all Board employees and contractor employees (collectively referred to as "service personnel") who operate Board-owned vehicles.

Policy Statement

The Superintendent or designee may assign vehicles to certain service personnel, either solely for use during normal working hours or as a take home vehicle, consistent with the criteria as provided herein. Board-owned vehicles shall be used exclusively for the conduct of official school business, and the use of such vehicles for personal purposes such as attending to personal affairs, social engagements or unapproved commuting is prohibited. If an employee is assigned a take home vehicle, this shall be an employment condition. Any use of the take home vehicle other than driving between the employee's residence and approved work center during non-duty hours shall be a de minimis use as provided herein.

A. Criteria for Assigning Vehicle for Use During Work Day

Board-owned vehicles may be assigned to service personnel who meet the following criteria:

1. A substantial portion of the duties assigned to or performed by the service personnel require daily travel throughout the District or outside the District with prior approval by the Superintendent.
2. A substantial portion of the duties assigned or performed by the service personnel require the use of specialized equipment, machinery, or vehicles.

B. Criteria for Assigning Vehicle Beyond Work Day

The following criteria shall be considered by the Superintendent or designee in assigning service personnel *who are employees of the Board* the responsibility of driving a Board-owned, operated, or controlled vehicle to his/her residence after the duty day is concluded.

If the service personnel qualifies under one (1) of the three (3) below on a temporary basis, s/he may be assigned a District vehicle on a corresponding temporary basis.

1. The service personnel is on-call and/or has emergency response duties during off duty hours.
2. The service personnel is assigned duties at multiple work sites.
3. The service personnel who is assigned the responsibility of a driver's education vehicle.
4. If there is a need for the service personnel managers or the designated individual who have a need to have access to a specially equipped vehicles to fulfill departmental missions and who have met the criteria above will be permitted to take Board-owned vehicles home.

C. Criteria for Assignment Accounting of Daily Vehicle Usage

Service personnel shall maintain daily mileage logs to track mileage.

D. Compliance with IRS Rules (per Internal Revenue Service Publication 15-B, except for qualified nonpersonal use vehicles, modified pickup trucks 14,000 pounds or less, and modified vans 14,000 pounds or less)

1. Service personnel who are employees of the Board and who are authorized to take home Board-owned vehicles based on the criteria set forth above will be subject to applicable IRS requirements. Pursuant to the Internal Revenue Code, the annual value of commuting will be included on the employee's W-2 form at the end of each calendar year and shall be in accordance with IRS rules and regulations. The Chief Financial Officer, through the Payroll Department, shall be responsible for obtaining the necessary information from employees for the reporting required herein.

2. The payroll department and the service personnel employed by the Board shall be mutually responsible for maintaining and providing IRS needed information.
3. Service personnel who are employed by the Board and who are assigned to take a vehicle home shall be required to obtain and maintain automobile liability insurance with limits for bodily injury and property damage. This provision is required because the service personnel is personally liable for damages resulting from the employee's own negligence, misuse, or abuse while operating a take home vehicle outside of the scope of the District's employment. Service personnel shall annually provide a current certificate of insurance.

E. Review of Continuing Need

1. Vehicle usage and assignments shall be renewed on a quarterly basis by the Superintendent.
2. On an annual basis assignment of Board-owned vehicles to service personnel that meet the criteria for assignment shall be submitted to the Board for approval and vehicle assignment review.

F. Revocation of Use

Authorization for take home vehicles may be revoked at any time without cause. Service personnel do not have the right to contest a decision to authorize or revoke a take home vehicle.

General Responsibilities of Operators and Occupants

The following provisions shall apply to any service personnel operating a Board-owned vehicle. Failure to comply with these provisions may subject the service personnel to disciplinary action up to and including suspension or termination.

A. License

Service personnel who operate Board-owned vehicles for District business shall have a current and valid driver's license as required by law and a copy of drivers licenses must be on file and shall be maintained by the Director of Transportation.

B. Business Purposes Only

The Board-owned vehicles furnished to service personnel are to be used exclusively for District business and shall not be used at any time for the operator's private, personal use or convenience, except as provided herein.

C. Used Only by Service Personnel

Only service personnel may drive or operate Board-owned vehicles. Passengers of Board-owned vehicles shall be limited to personnel employed by the District or individuals whose business is directly related to District business.

D. Use of Seat Belts

Service personnel, as drivers or passengers, and any other approved passengers shall use seat belts.

E. Service Personnel are Responsible for Moving and Parking Citations

Service personnel are financially responsible for any moving violations, parking citations, or traffic infractions that may be incurred while using Board-owned vehicles. Failure of the driver to pay the fines may result in the loss of driving privileges of Board-owned vehicles.

F. Safe Driving Practices

Service personnel shall obey traffic regulations, exercise reasonable care and observe safe driving practices at all times while driving vehicles owned, leased, or rented by, or on loan to, the District.

G. Authorization Required for Vehicle Alteration

Service personnel shall not alter or add any equipment to a Board-owned or leased vehicle without authorization from the Director of Transportation or designee.

H. Utilization Logs

Work day vehicle utilization logs will be maintained by service personnel assigned Board-owned work vehicles and shall be submitted monthly to the service personnel's supervisors for review with weekly timesheets, verified under the contract provisions.

I. Smoking or Tobacco Use Prohibited

Driver and passengers are prohibited from smoking or using tobacco in Board-owned vehicles.

J. Responsibility for Care and Maintenance

Service personnel using any Board-owned vehicle are responsible for its care and return in good condition. All service personnel assigned Board-owned vehicles are responsible for meeting established vehicle maintenance schedules as set by the Department of Transportation. Preventive maintenance inspection of each vehicle will be made as scheduled by the Director of Transportation and consistent with Florida statutes, State Board of Education rules, and Board policies.

K. Reporting Vehicular Non-Accident Damage or Theft

Any damage to the body or tires of Board-owned vehicles, as well as mechanical damage or failure as a result of wear and tear or vandalism, must be reported within twenty-four (24) hours to the Department of Transportation and the vehicle turned over to the department for inspection and repairs.

L. Reporting Vehicular Theft

Service personnel must report immediately to the Department of Transportation, the District Safety and Security Office, and the Risk Management Department the theft of the Board-owned vehicle or District property from the vehicle.

M. Use of Equipment and Technology Prohibited While Operating Vehicle

Service personnel are not permitted to use pagers, digital assistants, handheld electronic devices, or laptop computers while operating a Board-owned or leased vehicle. Cell phones may be used while driving, but only in limited work-related use as to report an accident, car trouble, or if there is imminent danger. Texting is not permitted under any circumstance while the vehicle is in operation. Every effort should be made to pull out of traffic when cell phone use is necessary. This provision shall not be applicable to sworn law enforcement personnel in the Safety and Security Office.

N. Gasoline Purchases

Gasoline required for out-of-county travel will be secured pursuant on using gas cards assigned to the vehicle. Otherwise, gasoline purchases will be paid for by the driver of the Board-owned vehicle and reimbursed on expense accounts provided for such purposes. Gasoline purchases for Board-owned vehicles, when possible, will be made either at the school garage or other designated places. (See also AP 6425)

O. Compliance with Other Administrative Procedures

All service personnel who drive Board-owned vehicles must comply with other administrative procedures as established by the Superintendent.

Reporting Required for Traffic Violation, Change in License Status and Accident

Service personnel who fail to provide notice of a traffic violation, change in license status, or accident, or who knowingly operate a Board-owned vehicle with a suspended or revoked license, may be subject to disciplinary action up to and including termination or contract revocation as applicable.

A. Time Required for Notification of Suspension or Revocation of Driver's License

Service personnel who are employed by the Board shall notify their supervisors of the suspension, restriction, or revocation of their operator's or commercial driver's licenses upon the service personnel learning of such information but no later than the next working day.

Service personnel who are under contract with the Board shall notify the Superintendent or his/her designee of the suspension, restriction, or revocation of their operator's or commercial driver's licenses upon the service personnel learning of such information but no later than the next working day.

B. Review Required by Supervisor

When service personnel have provided notification of the suspension, restriction or revocation of his/her operator's or commercial driver's license, the supervisor or the Superintendent or his/her designee shall consult with the Director of Transportation and the Director of Human Resources to determine the consequences to the service personnel and to determine the circumstances, if any, under which the service personnel will be permitted to continue or resume the operation of Board-owned vehicles.

C. Notification for Traffic Citations

Service personnel shall notify their supervisor of any traffic citation received while operating a Board-owned vehicle by the next working day. Failure to provide the required notice may result in disciplinary action, up to and including termination.

1. Any driver who receives a citation but is found innocent of charges by the appropriate judicial body shall not be charged with the traffic citation for employment purposes.
2. A traffic citation shall not be charged against the employee or service personnel for employment purposes when malfunctioning Board-owned equipment is the cause of a violation.
3. Failure to timely notify an employee's or service personnel's supervisor of a traffic violation or change in license status constitutes a separate violation from any discipline or penalty imposed due to the traffic violation or license change.

D. Reporting Vehicular Accidents and Care of Vehicles

In the event a vehicle owned by the District is involved in an accident, the driver shall immediately report the accident to the local law enforcement agency, and shall report such accident as soon as possible to the supervisor, Director of Transportation and to the Director of Risk and Benefits Management.

1. Service personnel are responsible for reporting unsafe or defective equipment to their supervisor and the Director of Transportation. A Board-owned vehicle that is unsafe shall not be operated until necessary repairs are made.
2. Under no conditions shall Board-owned equipment be repaired by a private shop or a private individual unless formal approval is given by the Director of Transportation or the Superintendent.

Traffic Crimes Committed by Applicants or Employees or Contract Employees ("Service Personnel")

- A. Applicants for positions that require the driving of a Board-owned vehicle shall not be hired if their driver history record contains either a plea of guilty, nolo contendere, or an adjudication withheld within the preceding seven (7) years for one of the following crimes¹:
1. driving under the influence of alcoholic beverages, chemical substances, or controlled substances, or with unlawful blood alcohol levels
 2. leaving the scene of an accident where there was an injury and/or property damage exceeding \$500.00
 3. reckless driving resulting in an accident
 4. fleeing or attempting to elude a police officer
- B. Service personnel who operate a Board-owned vehicle during the performance of their regular duties and who plead nolo contendere or who are found guilty of committing any of the crimes listed in item "A" above will be subject to disciplinary action up to and including suspension and termination. Service personnel who receive a citation for a traffic violation and are involved in an accident while operating a Board-owned vehicle must inform their immediate superior as soon as possible but not later than twenty-four (24) hours of the incident. Failure to do so will subject service personnel to disciplinary action up to and including suspension and termination or contract revocation.

Prohibition of Alcohol, Drugs, Weapons, and Other Contraband

- A. Alcohol, illegal substances, weapons and other unauthorized materials or items shall not be transported or possessed in Board-owned vehicles. Service personnel determined to be in violation of the provisions in this section shall be subject to disciplinary action, up to and including termination or contract revocation as applicable, and subject to criminal penalties.
- B. The prohibition herein regarding weapons shall not be applicable to service personnel authorized to carry weapons in the performance of their official duties.
- C. Operation of Board-owned, rented, or leased vehicles by service personnel impaired by or under the influence of alcohol or illegal substances is strictly prohibited. Any such operation is an unauthorized use of a Board-owned vehicle and the employee operating such Board-owned vehicle will cease to be a permissive user. The employee will not be protected by any insurance or self-insurance provided by the Board.

¹Applicants for the position of bus driver shall be required to meet the standards contained in Policy 8600.04.

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