

DISTRICT OWNED VEHICLES

For efficiency of operations, the Long Hill Township Board of Education (BOE) directs the Chief School Administrator (CSA) to oversee school district vehicles and to develop regulations to govern vehicle tracking, maintenance, accounting, assignment and usage.

Vehicle Tracking, Maintenance, and Accounting

The school district will maintain records of the following information:

A. Vehicle inventory control record including:

1. Vehicle make, model and year;
2. Vehicle identification numbers (VIN);
3. Original purchase price;
4. Date purchased;
5. License plate number;
6. Person assigned or pool if not individually assigned;
7. Driver license number of person assigned and expiration date;
8. Insurer and policy number of person assigned; and
9. Usage category such as regular business, maintenance, security or pupil transportation.

B. Driving record of operators of district vehicles including:

1. Name of driver;
2. Driver license number and expiration date;
3. Insurer and policy number of person assigned;
4. Motor vehicle code violations;

5. Incidents of improper or non-business usage;
 6. Accidents, and;
 7. Other relevant information.
- C. Record of maintenance, repair and body work for each district vehicle including:
1. Vehicle make, model and year;
 2. Vehicle identification numbers (VIN);
 3. Original purchase price;
 4. Date purchased;
 5. License plate number;
 6. Usage category such as regular business, maintenance, security or pupil transportation;
 7. Manufacturer's routine maintenance schedule;
 8. Category of work performed (routine maintenance, repair or body work);
 9. Purchase order number;
 10. Date work was performed;
 11. Detailed description of Work performed;
 12. Mileage on date work was performed; and
 13. Cost of work performed.

District Vehicle Assignment and Use

- A. District vehicles will be assigned in accordance with OMB Circular 08-16-ADM or any superseding circulars.

- B. The Board of Education (BOE) upon the recommendation of the CSA may authorize, by an affirmative vote of the BOE's full membership, the lease, lease-purchase or purchase and assignment of district vehicles for the conduct of official district business. The vehicles may be assigned either to individuals or to units within the district for pool use according to the following classifications:
1. Vehicles may be assigned permanently and individually to the CSA, School Business Administrator, head of facilities services, head of security services 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.
 2. 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. BOE members or employees may be temporarily assigned a district vehicle for travel events.
- D. The CSA shall ensure that an employee, such as the School Business Administrator, insurance or risk management staff member, head of facilities or other appropriate employee 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 CSA and the authorization of an affirmative majority vote of the full Board.
- H. No luxury vehicle, one which exceeds the greater of \$30,000 or any current dollar limit established in IRS law or regulation, shall be purchased, lease-purchased or leased by the district. If a vehicle is assigned to the CSA, it may be a full size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented district needs.

- I. The district vehicles shall be used primarily for business purposes, however, incidental and reasonable personal use is permitted.
- J. All damage to district vehicles, regardless of cause, shall be reported within 24 hours to the vehicle coordinator and the employee assigned to file insurance claims.
- K. No physical alterations shall be made to a vehicle without prior board approval.
- L. Drivers of district vehicles shall possess a valid driver's license to operate a vehicle in New Jersey.
- M. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the vehicle coordinator shall be responsible for ensuring that the vehicle receives the scheduled service.
- N. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents.
- O. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of district vehicles.
- P. The driver, or the driver's supervisor, if the driver is incapacitated, of a district vehicle involved in an accident resulting in damage to the district vehicle or other vehicle shall file, within 24 hours of the accident, a detailed written report with the vehicle coordinator and the district staff member responsible for making insurance claims.
- Q. Police shall be immediately notified of an accident by the driver or vehicle coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the vehicle coordinator and the district staff member responsible for making insurance claims as soon as possible.
- R. If a district vehicle is misused in any of the following ways, the driver's driving privileges for district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate:
 - 1. Frequent violation of traffic laws;
 - 2. Flagrant violation of the traffic laws;
 - 3. Operation of a vehicle which the police or insurance company determined was the cause of an accident;

4. Use of a vehicle for unauthorized use whether personal use, business use, or commuting;
 5. Violation of these rules or district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer's routine maintenance schedule;
 6. Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes;
 7. Use of a district vehicle by an unauthorized individual while assigned to an employee;
 8. Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities;
 9. Use of radar detectors in district vehicles.
- S. The BOE shall apply progressive, uniform, and mandatory disciplinary actions to violations of these requirements.

Revised and readopted: July 21, 2014
First reading: September 14, 2009
Second reading: September 21, 2009

Legal References:

<u>N.J.S.A.</u> 18A:20-34	Use of schoolhouse and grounds for various purposes
<u>N.J.S.A.</u> 18A:39-22	School buses; use by senior citizens, handicapped, and children and adults in certain municipal programs
<u>N.J.S.A.</u> 18A:39-22.1	Use of school buses owned, leased or contracted by school district for transportation of certain handicapped adults
<u>N.J.A.C.</u> 6A:27-7.2	Capacity
<u>N.J.A.C.</u> 6A:27-7.8	Use of school buses other than to and from school and school related activities
<u>N.J.A.C.</u> 6A:23A-6.11	Vehicle tracking, maintenance and accounting
<u>N.J.A.C.</u> 6A:23A-6.12	District vehicle assignment and use

Possible Cross References:

- | | |
|-------|--------------------------|
| *1330 | Use of school facilities |
| *3515 | Smoking prohibition |

*Indicates policy is included in the Critical Policy Reference Manual