

Tate County Schools

Section G: Personnel

Policy Code: GACK Use of District Vehicles

Policy:

USE OF DISTRICT VEHICLES

PERSONAL VEHICLE

Employees who have prior authorization and are required to use their own automobiles in the performance of their duties shall be reimbursed for such travel at the State rate. Requests for reimbursement shall be made within 30 days of travel, but in no instance no later than the June 30 end of the fiscal year. The employee shall submit the mileage statement to their immediate supervisor for approval, who will then forward the statement to the designee of the Superintendent. The statement will then be submitted to the Tate County School District Accounting Department for payment.

DISTRICT VEHICLE

When Job classification requires the employee to drive a District vehicle, the employee shall be required to have a valid driver's license and shall qualify for vehicle insurability.

Except for buses, heavy-duty trucks, and other vehicles designated by Superintendent or his designee, vehicles owned, leased, or rented by the Tate County School District Board of Trustees may be assigned to employees for use in connection with school business. Personal use of an assigned vehicle is limited to commuting to and from work with minimal potential stops along a reasonable route between school district related business activities and an employee's home, unless authorized by the Superintendent or his or her designee.

All school district employees who operate board owned, leased, or rented vehicles during the performance of their jobs must do so in a lawful and safe manner and in accordance with any regulations the Superintendent may develop to implement this policy.

JUSTIFICATION OF NEED

In order to be assigned use of a district vehicle, the duties required of your position must meet at least one of the criteria defined below:

- Public safety issues
- On-call duties
- Major job performance and responsibilities are away from assigned work area

- Transporting Students for official district activities
- Other authorized exceptions

APPROVAL OF DISTRICT VEHICLE USE OR REIMBURSEMENT FOR USE OF PERSONAL VEHICLE

The “District Vehicle Employee Agreement” must be completed by the employee and approved by the direct supervisor and assistant superintendent/superintendent before a district vehicle may be assigned to the employee. Reimbursement for use of personal vehicle must comply with State guidelines.

EMPLOYEE INELIGIBLE TO DRIVE ON SCHOOL BUSINESS

The Superintendent or his/her designee shall periodically review Motor Vehicle Reports (MVR) on all employees when driving is part of their job. The MVR will be reviewed to determine whether the employee holds a valid driver’s license and whether or not the employee’s driving record is within the standards set by the school district. Motor vehicle reports on individual school employees that fall outside the model MVR STANDARD stated below may effect the status of the employee to continue to drive on school business.

A school district may declare an employee ineligible to drive on school business if a three (3) year MVR background screen reveals any of the following:

1. Any combination of moving violations and/or “at fault” motor vehicle accidents totaling three (3) or more. (Violations **include** seat belt violation, but do not include such non-moving violations as weight violations or improper or inadequately maintained equipment.)
2. One or more of the following types of serious traffic convictions within the past three (3) years:
 - a. Driving while under the influence of alcohol or while disabled by use of drugs;
 - b. Refusal to undergo testing for alcohol or a controlled substance as required by any state or local jurisdiction when suspected of driving under the influence;
 - c. Driving while license is suspended or revoked;
 - d. Reckless driving;
 - e. Racing;
 - f. Vehicular homicide;
 - g. Hit and run;
 - h. Leaving the scene of an accident.

APPROPRIATE USE

District vehicles should be used for legitimate district business as determined by the Superintendent or Superintendent’s designee.

PROHIBITED USE

Employees shall not use the district vehicles for any of the following reason:

- Illegal activities
- Disruptive activities
- Unethical or unprofessional activities
- Personal gain
- Purposes that could jeopardize the interest of the district
- Transporting self or others for purposes or activities other than those dealing with legitimate district business

TERMS AND CONDITION

If the **employee** is assigned a district vehicle, the **employee** must agree to abide by the district vehicle use policy. **Employees** who are assigned or use a district vehicle will be required to sign the District Vehicle Employment Agreement indicating agreement to the policy terms and conditions. If the policies are not followed, the **employee** will be subject to disciplinary action, including termination. Access privileges may be revoked at any time and for any reason.

INTERNAL AUDIT

The immediate supervisor will complete the District Vehicle Use Verification Form which monitors the use of all vehicles assigned to his or her department and submit the form to the assistant superintendent or superintendent that is the immediate administrator according to the district's organizational chart.