

## **DISTRICT VEHICLES**

### Vehicle Tracking, Maintenance and Accounting

The Old Tappan School District shall manage, control and supervise all District-owned vehicles. There shall be:

- A. A vehicle inventory that includes:
  - 1. Vehicle make, model, year, license plate number, and VIN number;
  - 2. Original purchase price and date purchased;
  - 3. Names and drivers license numbers and expiration date of the license for all persons assigned to operate the vehicle;
  - 4. Insurer and appropriate insurance policy numbers;
  - 5. Usage category of the vehicle such as maintenance, pupil transportation, etc.
  
- B. Information on the driving record of persons assigned to operate the vehicles including:
  - 1. Name of driver and driver's license number and expiration date;
  - 2. Insurer and insurance policy number of the driver;
  - 3. Motor vehicle code violations. Incidents of improper usage including non-business usage, and accidents;
  - 4. Other pertinent information.
  
- C. Record of maintenance, repair and body work for each vehicle that includes all necessary vehicle information listed in A above, the vehicle usage category, the manufacturer's routine maintenance schedule, purchase order and dates for the work performed as well as mileage when work was performed and the cost of the work.

### District Vehicle Assignment and Use

- A. All vehicle assignment and usage shall conform to NJ OMB circular 08-06ADM State Vehicular Use and Assignment or any superseding circulars.
  
- B. The Board, based on the recommendation of the Superintendent and an affirmative vote of the membership of the full Board, may lease, lease-purchase or purchase and assign vehicles for the conduct of official business.
  - 1. Vehicles may be permanently assigned to the Superintendent, Business Administrator/Board Secretary, head of facility services, head of security service or other supervisory employees who, based on their job duties, may be called upon 24/7.
  - 2. Board members or employees may be temporarily assigned a vehicle for travel events.
  - 3. No individual assignment shall be made primarily for commuting purposes.
  
- C. The Business Administrator, head of facilities or other appropriate employee shall be assigned the functions of vehicle coordinator.
  
- D. Vehicle logs shall be maintained, recording all usage of each vehicle including the driver, mileage and starting and destination points.
  
- E. All changes to vehicle assignments must have the Superintendent's written approval and the authorization by an affirmative vote of the majority of the full Board.

**DISTRICT VEHICLES (continued)**

District Vehicle Assignment and Use (continued)

- F. District vehicles shall be used primarily for business purposes, however, incidental and reasonable personal use is permitted.
- G. No luxury vehicle (one that exceeds \$30,000.00 or current IRS law or regulation) may be leased or purchased.
- H. All damage must be reported to the vehicle coordinator within 24 hours.
- I. No physical alterations may be made to the vehicle without prior board approval.
- J. All drivers must possess valid driver’s licenses, shall be responsible for the security of the vehicle, and shall be personally responsible for all fines accrued as a result of traffic violations.
- K. If a District vehicle is misused as defined in the regulation of this policy, the driver’s driving privileges for the district shall be suspended or revoked and additional disciplinary action shall be taken as appropriate.
- L. The Board shall impose the following progressive, uniform and mandatory disciplinary actions to be imposed as necessary:
  - 1. Vehicle use privileges suspended,
  - 2. Vehicle use privileges permanently revoked,
  - 3. A letter of reprimand placed in the employee’s file,
  - 4. Suspension,
  - 5. Withholding of increment,
  - 6. Demotion,
  - 7. Loss of job in district.

**Legal References:**      N.J.A.C. 6A:23-6.11      Vehicle tracing, maintenance and accounting  
    N.J.A.C. 6A:23-6.12      District vehicle assignment and use policy

OMB Circular 08-16 ADM or any superseding circulars

**Cross References:**      \*3541.3                      Non-school use of district vehicles  
    \*3541.31                    Privately owned vehicles  
    \*4115                        Supervision  
    \*4116                        Evaluation  
    \*4119.23                   Employee substance abuse  
    \*4119.26                   Conduct  
    \*4215                        Supervision  
    \*4216                        Evaluation  
    \*4219.23                   Employee substance abuse  
    \*4219.26                   Conduct

\*Indicates policy is included in the Critical Policy Reference Manual.

**Key Words**

Vehicle Tracking, Vehicle Maintenance, Vehicle Use, Vehicle Assignment, Vehicle Accounting

Approved:      November 30, 2009  
Revised: