

### DISTRICT OWNED VEHICLES

For efficiency of operations, the Clinton Township Board of Education directs the Business Administrator or designee 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 student 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 student 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 upon the recommendation of the Superintendent or Business Administrator may authorize, by an affirmative vote of the Board'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 custodians or maintenance staff within the district for use according to the following classifications:
  - 1. Only if employees will collectively use the vehicle or each vehicle for more than an average of 750 miles per month on official district business. District vehicles shall not be used for the purpose of commuting and shall remain at a district facility when not in official use.
- C. Vehicle use logs shall be maintained for all custodian and maintenance staff in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points;
- D. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken;
- E. All changes to vehicle assignment shall require prior written approval of the Business Administrator and the authorization of an affirmative majority vote of the full Board;
- F. The district vehicles shall be used primarily for business purposes, however, incidental and reasonable personal use is permitted;
- G. All damage to district vehicles, regardless of cause, shall be reported within 24 hours to the Business Administrator and the employee assigned to file insurance claims;
- H. No physical alterations shall be made to a vehicle without prior Business Administrator or Board approval;
- I. Drivers of district vehicles shall possess a valid driver's license to operate a vehicle in New Jersey;
- J. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the Business Administrator or designee shall be responsible for ensuring that the vehicle receives the scheduled service;
- K. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents;
- L. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of district vehicles;

- M. 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 Business Administrator and the district staff member responsible for making insurance claims;
- N. Police shall be immediately notified of an accident by the driver, or the Business Administrator, Superintendent or designee, if the driver is incapacitated. A copy of the police report shall be submitted to the Business Administrator and the district staff member responsible for making insurance claims as soon as possible;
- O. 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; and
  - 9. Use of radar detectors in district vehicles.
- P. Prior to an imminent snowstorm or other potentially severe weather condition, school vehicles may be taken home by custodial and/or maintenance personnel in anticipation of the incident for use for school related purposes, such as plowing snow. This usage requires the prior approval of the Superintendent and/or the School Business Administrator and the Supervisor of Buildings & Grounds and/or Assistant Supervisor of Building & Grounds. The vehicle(s) are prohibited from personal use and are to be used solely for District related activities. Prior to taking the vehicle(s), there will be a log set up to track:
  - 1) The staff member taking the vehicle
  - 2) The date and time
  - 3) The vehicle mileage
  - 4) The date and time of return
  - 5) The mileage

- Q. The Board shall apply progressive, uniform, and mandatory disciplinary actions to violations of these requirements.

Adopted:	July 26, 2010
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Readopted:	