

DISTRICT OWNED VEHICLES

Pupil Transportation

Board-owned pupil transportation vehicles shall be under the supervision of the board secretary. Vehicles will be used primarily for "to and from school" transportation for pupils. Class trips, curricular activities, and other school connected activities where transportation is needed, will be provided only when it does not conflict with to and from school transportation. When transporting pupils, district vehicles shall only be driven by a licensed school bus driver.

Vehicle Tracking, Maintenance and Accounting

The school district will maintain records of the following information:

A. Vehicle inventory control recording 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.

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A request for the use of school-owned vehicles shall be received for approval at least one week in advance and conform with field trip policy #6153. In the event that there are multiple requests, the use of the vehicles will be determined by the superintendent or designee to the best advantage of the district.

Vehicles shall be used for school purposes only and for the specific trip that was approved. There shall be no unauthorized side trips or other use except in the case of extreme emergency and this shall be specifically noted in the remarks section of the authorized trip report.

Trucks

Trucks or other vehicles purchased for the maintenance and operation department shall be under the direct supervision of the building and grounds supervisor. The trucks are to be used for maintenance and operation of the school only. They may only be driven by properly licensed and authorized members of the staff.

In order to ensure that the trucks are kept at maximum operating efficiency, the trucks shall be lubricated once every 2,500 miles and the oil shall be checked periodically and drained as needed. Each fall, trucks shall be properly winterized, and routine, minor repairs shall be made as needed. The building and grounds supervisor shall be responsible for arranging major repairs and parts replacement.

Other District-owned Vehicles

District-owned vehicles will be assigned to staff who are on call 24 hours a day and are frequently needed for assignment after the hours of their normal work schedules.

District Vehicle Assignment and Use

- A. District vehicles will be assigned in accordance with OMB Circular 08-16-ADM or any superseding circulars.
- B. 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 chief school administrator, 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.
- C. All damage to district vehicles, regardless of cause, shall be reported with 24 hours to the vehicle coordinator and the employee assigned to file insurance claims. No physical alterations shall be made to a vehicle without prior Board approval.
- D. 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.
- E. 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;

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- 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.

Legal References:

<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
<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

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