

Operational Services

School District Owned Vehicles Other than School Buses

1. **Purpose.** This policy defines the conditions of appropriate use of District-owned vehicles other than school buses and to establish procedures for the operation of such vehicles. It also addresses IRS regulations concerning commuting.
2. **Scope.** This policy applies to all District employees who operate District owned vehicles, other than school buses. It applies also to vehicles leased by the District, other than school buses.
3. **Policy Statement.**
 - a. The Superintendent or designee may assign vehicles to certain employees, either solely for use during normal working hours or as a take home vehicle, consistent with the criteria as provided herein. District-owned vehicles shall be used exclusively for the conduct of official school business, and the use of such vehicles for personal purposes such as attending to personal affairs, social engagements or unapproved commuting is prohibited. If an employee is assigned a take-home vehicle, this shall be an employment condition. Any use of the take-home vehicle other than driving between the employee's residence and approved work center during non-duty hours shall be a *de minimis* use as defined by current IRS rules and as described by Administrative Regulation.
 - b. District vehicles may be assigned to employees on the basis of their job duties and responsibilities, as determined by the Superintendent or his/her designee. However, the following criteria shall be considered by the Superintendent or designee in assigning an employee the responsibility of driving a District-owned, operated or controlled vehicle to his or her residence after the duty day is concluded:

- i. The employee is on-call and/or has emergency response duties during off duty hours.
 - ii. The employee is assigned duties at multiple work sites.
 - iii. If the employee qualifies under (i) or (ii) above on a temporary basis, s/he may be assigned a District vehicle on a corresponding temporary basis.
 - iv. There is a need for the employee to have access to a specially equipped vehicle in order to fulfill departmental missions.
 - v. If it will be more cost effective to the District to provide the employee with a vehicle, because the employee's mileage reimbursement consistently averages more than the cost of assigning a District-owned vehicle to that employee.
 - vi. The employee's collective bargaining agreement provides for the employee to be provided with a vehicle.
- c. The Superintendent shall develop appropriate administrative procedures to implement this policy.