

District-Owned Vehicles

The following procedures are in effect for the use of district-owned vehicles:

Assigned Vehicles

District-owned vehicles may be assigned to a staff member for one or more of the following conditions:

- A. The staff member is subject to 24-hour on call status. The frequency of such travel on call is greater than would justify requiring the person to use his/her own personal vehicle, or the equipment maintained in the vehicle justifies the 24-hour assignment.
- B. The nature of the assignment requires the use of a specially-equipped or special-purpose vehicle. (Including the transport and use of tools, materials and equipment.)

Travel between the staff members work place and residence can be approved by the supervisor when it is advantageous to the district for such reasons as:

- A. The staff member can conduct their duties more effectively, or
- B. The vehicle is more safe and secure at the staff member's residence.

In accordance with IRS regulations (Bulletin 85-7), the district shall report (IRS, WSTRS) as income an amount of \$1.50 per one way trip for personal commuting between home and place of work for each staff member who is assigned a district vehicle for 24-hour use. Service vehicles shall be exempt from this requirement.

Staff members shall be responsible for maintaining the vehicle in sound mechanical order and good appearance. Staff members will complete a pre-trip and post-trip vehicle inspection and report any maintenance and mechanical concerns to the district Vehicle Maintenance Manager. The Vehicle Maintenance Manager (or designee) will be responsible for ensuring all regularly scheduled maintenance or repairs are completed. All operational costs shall be borne by the district with approval of the Vehicle Maintenance Manager.

The procedures as stated below for motor pool vehicles, shall also apply to individually assigned vehicles.

Student Travel

When using district vehicles for student travel staff members must follow the Standard Operating Protocol (SOP) outlined in SOP Number Tran.SR.003.

Motor Pool

The following procedures shall be in effect for the operation of district-owned vehicles:

- A. Vehicles shall be used for official school district business only. Unapproved personal use of vehicles constitutes grounds for disciplinary action which may include suspension without pay, termination of employment in the case of repeated violations, or suspension or termination of the right to operate district-owned vehicles. All users shall be employees or officers of the district.
- B. Operators shall possess a valid Washington State driver's license, show proof of insurability and maintain requirements with the Transportation Coordinator for a district Type II license as outlined in Standard Operating Protocol Number Tran.SR.003
- C. All operators shall operate vehicles in accordance with federal, state and local laws.
- D. Any citation for violation of motor vehicle laws shall be the sole responsibility of the operator and will be reported immediately to a supervisor.
- E. In the event of vehicle operation failure, the staff member will contact the district Vehicle Maintenance Manager for repair procedures.
- F. Any passenger must be a district employee or engaged in official district business. All occupants must wear seatbelts at all times.
- G. If involved in an accident the operator shall notify the proper law enforcement agency immediately and file an accident report within 24 hours. Accidents which involve personal injuries must be reported by telephone and be followed up with a written report. Where the employee-driver is presumed not at fault, the district shall file a claim for damages with the insurance company of the other operator.
- H. District insurance and vehicle registration will be kept in the vehicle at all times.
- I. Possession, storage or use of tobacco, alcohol and other controlled substances while using district-owned vehicles is strictly prohibited.
- J. All district vehicles and contents will be secured at all times. Personal items should not be kept in district vehicles. The district holds no liability for personal items.

Cross References:

6213- Reimbursement for Travel Expenses

Legal References:

RCW 46.08.065 Publicly-owned vehicles to be marked - Exceptions

Adoption Date: January 13, 2020

Olympia School District

Classification: **Encouraged**

Revised Dates: