

USE OF DISTRICT VEHICLES

The district maintains a fleet of vehicles for the sole purpose of conducting support services for schools and offices. The Transportation Department is responsible to ensure the district's fleet is maintained, cost efficient, and services adhere to district best practices and legal requirements.

District employees who are authorized to drive a district vehicle, either for daily work, a pool car, or an assigned take-home vehicle, must be familiar with and adhere to district protocols regarding the appropriate use of vehicles and vehicle safety.

Administrator Responsibilities

It is the responsibility of the division, department, or site administrator to ensure that district vehicles are used in an appropriate manner, including:

1. Maintaining an updated list of employees who drive district vehicles.
2. Ensuring and approving the use of vehicles by employees with a valid California Driver's License.
3. Ensuring employees are provided basic training regarding the operation of district vehicles.
4. Monitoring vehicle and fuel usage to ensure compliance.
5. Ensuring that vehicles are properly maintained.
6. Ensuring the timely submission of credit card fuel receipts to Accounts Payable.

District vehicle operation is limited to district employees. The following are not authorized to operate district vehicles:

1. Consultants
2. Volunteers
3. Students (unless part of a district educational program)

USE OF DISTRICT VEHICLES (continued)

District Employees and Vehicle Occupants

The following provisions apply to any employee operating a district owned vehicle. Failure to comply with these provisions may subject the employee to disciplinary action up to and including termination.

1. **Business Purposes Only.** The district-owned vehicles furnished to employees, whether for use during duty hours or for take-home, are to be used exclusively for district business and shall not be used at any time for the operator's private, personal use or convenience, except as provided herein.
2. **Used Only by Employee(s).** Only employees may drive or operate district owned vehicles. Occupants of district owned vehicles shall be limited to personnel employed by the district or individuals whose business is directly related to district business. Employee family members are never authorized to drive or operate district-owned vehicles unless the employee is physically unable to drive the vehicle and failure to move the vehicle will potentially damage or risk the safety of the vehicle. In such instance, the employee will notify the department manager via chain of command as soon as reasonably possible.
3. **Use of Seat Belts.** Employees, as drivers or passengers, and any other approved passengers shall use seat belts.
4. **Employees are responsible for moving violations and parking citations.** Employees are financially responsible for any moving violations and parking citations that may be incurred while using district-owned vehicles. Failure of the driver to pay the fines may cause the loss of driving privileges of district-owned vehicles. Citations received while driving a district vehicle are to be reported to the driver's supervisor immediately.
5. **Safe Driving Practices.** Employees shall obey traffic regulations, exercise reasonable care and observe safe driving practices at all times while driving district vehicles.
6. **Authorization Required.** Employees shall not alter or add any equipment to a district owned or leased vehicle without authorization from the department head or designee.

USE OF DISTRICT VEHICLES (continued)

7. **Vehicle Utilization Logs.** Vehicle utilization logs will be maintained by all employees assigned district owned vehicles and shall be submitted monthly to the employees' supervisors for review and signature (Note: Supervisor may require a written report describing how damage(s) occurred).
8. **Smoking or Tobacco Use Prohibited.** Driver and passengers are prohibited from smoking or using tobacco in district-owned vehicles.
9. **Responsibility for Care and Maintenance.** Employees using any district-owned vehicle are responsible for its care and return in good condition. All employees assigned district-owned vehicles are responsible for meeting established vehicle maintenance schedules as set by the Transportation Department.
10. **Reporting Vehicular Non-Accident Damage or Theft.** Any damage to the body or tires of district owned vehicles, as well as mechanical damage or failure as a result of wear and tear or vandalism, must be reported within 24 hours of occurrence or discovery to the employee's immediate supervisor as well as to Transportation Services and turned over to the department for inspection and repairs. (School Police Services should be informed of damage due to vandalism).
11. **Reporting Vehicular Theft.** An employee must immediately report the theft of a district-owned vehicle or district property from the vehicle to School Police Services, Transportation Services and Risk Management.
12. **Use of Equipment and Technology Prohibited While Operating District-Owned Vehicle.** Employees are not permitted to use pagers, cell or mobile phones, handheld electronic games, or tablets/laptop computers or similar devices, while operating a district vehicle. It is illegal to drive a motor vehicle while using an electronic wireless communication device to write, send, or read text messages, instant messages, and emails, unless the driver is 18 years old or older and using an electronic wireless communications device designed and configured to allow voice-operated and hands-free operation to dictate, send, or listen to text-based communications when operating a vehicle. Cell phones may only be used while driving, in limited work-related use to report an accident, car trouble or if there is imminent danger. Every effort should be made to pull out of traffic when cell phone use is necessary. This provision shall not be applicable to sworn

USE OF DISTRICT VEHICLES (continued)

law enforcement personnel in School Police Services as provided in the California Vehicle Code.

13. **Gasoline Purchases.** Gasoline required by out-of-county travel will be secured on certified credit identification when such certified credit identification is available. Otherwise, gasoline purchased will be paid for by the driver of the district-owned vehicle and reimbursed on expense accounts provided for such purposes. Gasoline purchases for district-owned vehicles, when possible, will be made either at the district fueling station at Transportation Services or other designated places.
14. School Police Officers and school bus drivers must follow district protocols and their respective department procedures relating to vehicle operation.
15. Persons in School Police leadership positions are essentially on call full-time and must have the ability to respond to an emergency utilizing a district police vehicle with emergency lights and siren if needed.
16. Employees assigned a district vehicle, who are permitted to park the vehicle at their residence for the purpose of carrying out specialized assignments, responding to emergency call-backs/call-outs, should live within San Diego County. Employees who reside outside of San Diego County may park their vehicle in one of the district's authorized parking facilities.
17. Employees assigned district vehicles, who are permitted to park the vehicle at their residence for the purpose of carrying out specialized assignments, responding to emergency call-backs/call-outs, who have been placed on-call or standby, are allowed to drive the assigned vehicle for personal business.

Reporting Required for Traffic Violation, Change in License Status and Accident

Any district employee who fails to provide notice as required herein, or who knowingly operates a district-owned vehicle with a suspended or revoked license, will be subject to disciplinary action up to and including termination.

USE OF DISTRICT VEHICLES (continued)

1. **Time Required for Notification of Suspension or Revocation of Driver's License.** Employees shall notify their supervisors of the suspension, restriction, or revocation of their operator's or commercial driver's licenses upon the employee learning of such information but no later than the end of the next working day.
2. **Review Required by Supervisor.** When an employee has provided notification of the suspension, restriction or revocation of his or her operator's or commercial driver's license, the supervisor shall consult with the department head and the Human Resources Executive Director or designee to determine the consequences to the employee and to determine the circumstances, if any, under which the employee will be permitted to continue or resume the operation of district-owned vehicles.
3. **Notification for Traffic Citations.** Employees shall notify their supervisors of any traffic citation received while operating a district-owned vehicle by the next working day. Failure to provide the required notice may result in disciplinary action, up to and including termination.
 - a. Any driver who receives a citation but is found innocent of charges by the appropriate judicial body shall not be charged with the traffic citation for employment purposes.
 - b. A traffic citation shall not be charged against the employee for employment purposes when malfunctioning district-owned equipment is the cause of a violation.
 - c. Failure to timely notify an employee's supervisor of a traffic violation or change in license status constitutes a separate violation from any discipline or penalty imposed due to the traffic violation of license change.
4. All employees who drive district vehicles are subject to monitoring of driving records through the employee DMV pull notice program. The district will receive notifications from the California DMV regarding changes and status of the employee's driver's license.
5. **Reporting Vehicular Accidents and Care of Vehicles.** In the event a vehicle owned by the district is involved in an accident, the driver shall immediately report the accident to the local law enforcement agency, and shall report such accident as soon as possible to the supervisor, department head, and the Risk Management Department.

USE OF DISTRICT VEHICLES (continued)

- a. Employees are responsible for reporting unsafe or defective equipment to their supervisor and Director of Transportation. A district-owned vehicle that is unsafe shall not be operated until necessary repairs are made.
- b. Under no conditions shall district-owned equipment be repaired by a private shop or a private individual unless formal approval is given by the department head or the Director of Transportation.

Prohibition of Alcohol, Drugs, Weapons, and Other Contraband

Alcohol, illegal substances, weapons and other unauthorized materials or items may not be transported or possessed in district-owned vehicles. Any employee determined to be in violation of the provisions in this section shall be subject to disciplinary action, up to and including termination, and subject to criminal penalties, except School Police Services personnel transporting such items as course of employment.

The prohibition herein regarding weapons shall not be applicable to personnel authorized to carry weapons in the performance of their official duties.

Operation of district vehicles by employees under the influence of a controlled substance or an alcoholic beverage, or an intoxicant of any kind is strictly prohibited. Any such operation is an unauthorized use of a district vehicle and the employee operating such district vehicle will cease to be a permissive user. The employee will not be protected by any insurance or self-insurance provided by the district.

Financial Responsibility and Documentation

Motor vehicle drivers are required by State law to show proof of financial responsibility upon request by a law enforcement officer. The district vehicle fleet is self-insured. All employees assigned vehicles and driving on district business are covered by the district's self-insurance program. A copy of the Vehicle Registration Form, California Insurance Card, as well as the Notice of Financial Responsibility must be kept in the glove compartment of the vehicle at all times.

In the event of an accident involving a district vehicle, a District Motor Vehicle Accident/Incident Report must be completed.

USE OF DISTRICT VEHICLES (continued)

Vehicle Maintenance

All regular maintenance of district-owned vehicles is the responsibility of the fleet maintenance section of Transportation Services. Vehicles requiring repairs in excess of the vehicle's "Blue Book" value will be removed from service and the operating department is required to identify replacement options. The Director of Transportation or designee has the sole authority to determine if a vehicle will ultimately be repaired.

Employees who drive district-owned vehicles must keep the vehicle clean and maintain proper fuel and fluid levels in the vehicle at all times. All gasoline powered vehicles are to be fueled only with regular (87-Octane) unleaded gasoline.

District vehicles may be equipped with global positioning system (GPS) or other devices to monitor the vehicle's operation, status and location. The use of such devices is intended to assist the district in maintaining the vehicles and aid in efficient use of district assets. Vehicle operators shall not modify, tamper with, or disable these devices.

Vehicle breakdowns and accidents should be reported to Transportation Dispatch at (858) 496-8748 or, if vehicle is equipped, by radio on the district's radio frequency. After normal work hours or weekends, call School Police Services at (619) 291-7678 and/or Transportation Services Fleet Maintenance emergency number at (858) 496-8463.

Improper Use of a District Vehicle

Employees may have vehicle privileges suspended or revoked, may be subject to disciplinary action, and may be liable to the district for costs resulting from any misuse of a district-owned vehicle. Examples of infractions that could lead to cancellation of the use of a district vehicle and possibly result in disciplinary action include: using a district-owned vehicle for other than official district business, except as specifically permitted by this regulation; failure to adhere to maintenance schedules resulting in unnecessary district expense; driving a district vehicle without a valid California Driver's License and/or failure to report a suspended license; noncompliance with applicable traffic laws, unsafe driving practices or abuse of the vehicle; smoking in district-owned vehicles; failure to use proper fuel; improper fuel card usage; removal of official district identifying logos without written executive level authorization; transporting unauthorized passengers on a regular basis such as non-district employees, family members, or

USE OF DISTRICT VEHICLES (continued)

friends; failure to report an accident or wrongfully leaving the scene of an accident; or multiple preventable accidents causing financial loss to the district.

Use of Personal Vehicles for District Purposes

If an employee uses his/her personal vehicle for official district purposes the employee shall:

1. Provide a copy of a valid driver license, as well as evidence of current liability insurance.
2. If eligible, be reimbursed for mileage incurred at the per mile rate approved by the Board upon approval of the employee's supervisor. (Note: Employees who receive an administrative allowance are not entitled to mileage reimbursement unless it is requested and approved as part of a travel request.)
 - a. Mileage reimbursement for use of personal vehicles shall be provided only for miles traveled for district purposes after an employee has arrived at their first work assignment location each day.
 - b. Mileage reimbursement shall not be provided for miles traveled from the last work assignment location to the employee's home.
3. Mileage reimbursement is intended to reimburse the employee for a portion of the cost to maintain required liability insurance coverage, as well as vehicle operating and maintenance expenses, which remain the responsibility of the employee.
4. Report to their supervisor any traffic accidents, traffic citations and warnings (both moving and nonmoving violations), while using their personal vehicle for official district purposes.
5. Be personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic laws while operating their personal vehicle for official district purposes.
6. If an employee is involved in an accident while using their personal vehicle for official district purposes:

USE OF DISTRICT VEHICLES (continued)

- a. The employee's personal insurance will be primary with respect to claims for bodily injury and/or property damage.
- b. In the event the employee's personal liability insurance is exhausted and/or insufficient to resolve a claim for bodily injury and/or property damage, the district may provide supplemental coverage, depending on the specific facts and circumstances of an accident, and subject to review by the Risk Manager and/or Legal Services.

Traffic Crimes Committed by Applicants or Employees

Applicants for positions that require the operation of a district-owned vehicle shall not be hired if their driver history record contains either a plea of guilty, nolo contendere or an adjudication withheld within the preceding seven years for one of the following crimes.

Employees who operate a district-owned vehicle during the performance of their regular duties and who plead nolo contendere or who are found guilty of committing any of the crimes listed below will be subject to disciplinary action up to and including termination.

1. Driving under the influence of alcoholic beverages, chemical substances or controlled substances, or with unlawful blood alcohol levels.
2. Leaving the scene of an accident where there was an injury and/or property damage exceeding five hundred dollars (\$500.00).
3. Reckless driving resulting in an accident.
4. Fleeing or attempting to elude a police officer.

Applicants for the position of bus driver shall be required to meet the standards contained in Transportation Services protocols.

Regulation
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SAN DIEGO UNIFIED SCHOOL DISTRICT
San Diego, California