Subject: School Vehicle Fleet
Effective Date: TBD Upon Board Approval
Approved By: Board of Directors
Policy: 6004.1

Assigned Vehicles

School vehicles may be assigned to a staff member on a 24-hour basis for one or more of the following conditions:

A. The staff member is primarily telecommuting and travels more than 10,000 miles on school business per year
B. The nature of the assignment requires the use of a specially-equipped or special-purpose vehicle
C. The staff member is executive leadership
D. The staff member is subject to 24-hour call

Travel between the staff member's work place and his residence is advantageous to the school for the following reasons:

A. The staff member can conduct his duties more effectively
B. The vehicle is more secure at the staff member's residence
C. Vehicles with advertisement decals help the communities within travel range learn about our schools

The staff member shall be responsible for maintaining the vehicle in sound mechanical order and good appearance as per the guidelines established by the facilities department. All operational costs shall be borne by the school. In accordance with IRS regulation, the school shall require each employee who is assigned a school vehicle for 24-hour use to reimburse the school for personal commuting between home and place of work. This personal mileage fee will be deducted each month and reconciled yearly. Drivers on 24-hour call and those with specially-equipped vehicles (e.g., van with mechanical equipment) shall be

exempt from this requirement. The procedures as stated for motor pool vehicles shall also apply to assigned vehicles.

Motor Pool Vehicles

The following procedures shall be in effect for the operation of school vehicles:

A. Vehicles shall be used primarily for school business. Limited use of the vehicle for personal reasons outside of school hours shall be allowed within the Springs Charter Schools counties of operation, including Imperial, San Diego, Riverside, Orange, Los Angeles, Kern, San Bernardino and Inyo. All drivers shall be authorized employees of the school.

B. All operators shall have a valid California State driver's license.

C. Any citation for violation of motor vehicle laws shall be the sole responsibility of the operator.

D. If involved in any accident, the operator shall notify the proper law enforcement agency immediately and file an accident report within 24-hours. Those accidents which involve personal injuries must be reported by telephone and be followed up with a written report, both to the school and the school's insurance company.

E. Where the employee/driver is presumed not at fault, the school shall file a claim for damages with the insurance company of the other operator.

F. In the event of vehicle operation failure, the staff member shall contact the motor pool supervisor for repair procedures.

G. Accident report blanks, malfunctions report forms, and insurance information shall be kept in the glove compartment of the vehicle.

H. The driver and any passengers shall wear seat belts at all times.

I. The driver and all passengers will comply with all applicable California laws and regulations relating to the operation of a vehicle. Failure to do so may result in forfeit of the privilege to drive a school vehicle and/or sanctions including, but not limited to, dismissal.

J. There shall be no smoking or use of tobacco, alcohol, or other controlled substances in the vehicle at any time.

K. School vehicles may not be loaned, leased or subcontracted to any person, groups of persons or organizations except as allowed by law and subject to the Superintendent’s approval.

Motor pool vehicles are assigned on a first come, first served basis.