

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2575-06
SUBJECT: USE OF DISTRICT VEHICLES	DATE OF ISSUE: 08/25/81 <hr/> REVISIONS: 11/15/86; 04/02/91; 08/01/96 ; 08/17/15 <hr/> PREPARING OFFICE: CENTRAL SERVICES

I. PURPOSE:

To establish guidelines and procedures for the assignment and use of district-owned or leased vehicles.

II. PERSONNEL AFFECTED:

All employees

III. PROCEDURES:

A. General

1. All district-owned or leased vehicles shall only be used and operated by persons engaged in official district business and in accordance with the provisions of state statutes, Board Policies, Administrative Regulations, and insurance coverage. While some employees may be authorized to park school vehicles at their residence, vehicles shall not be used for personal use.
2. Operators are required to have met state requirements and have in their possession the appropriate license for the vehicle they are driving.
3. All vehicles should be operated in a safe and prudent manner. Traffic and parking laws should be observed. Drivers are responsible for the payment of all fines incurred as a result of traffic violation.
4. Drivers are responsible for reporting accidents to their immediate supervisors and law enforcement officers. Supervisors are responsible for informing the Business Office and the director of central services and facilities planning.
5. The driver is responsible for the proper use, servicing, and protection of the vehicle while in his/her possession. Parking of vehicles will be done on district property when available. If possible, vehicles drive home overnight will be kept off the street.
6. All district-owned or leased vehicles shall be marked in accordance with state statutes.

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7. Requests for exceptions to this regulation must be made in writing to the superintendent or his designated representative.

B. Assignment of Vehicles

1. Assignment of district-owned vehicles shall be in accordance with directives from the superintendent or his designated representative and are assigned to personnel for the benefit of the school district and may be reassigned, placed in a pool, or such other arrangements as deemed beneficial.
2. Assignment of leased high school vehicles and driver education cars will be designated by the high school principal.

C. Credit Card Usage

1. The credit card issued with the vehicle is to be used for the purchase of fuel, oil, lubricants, small repairs, and parts. It is not to be used for personal items or any item not relating to the vehicle.
2. The driver is responsible for obtaining a copy of the service ticket. Before signing the ticket, the following items should be verified:
 - a. Name and address of service station
 - b. Correct price and totals for each purchase
 - c. Credit card code number
3. Tickets on district-owned vehicles should be forwarded to the Business Office. Tickets for high school leased vehicles are to be turned into the principal's office.

D. Service and Repair

1. Day-to-day service shall be the responsibility of the vehicle operator and should include the following:
 - a. Keep fuel tank full
 - b. Check engine oil on every fill-up
 - c. Check fluid levels in battery, radiator, transmission, power steering, and windshield washers
 - d. Check tires for proper inflation
 - e. Inspect body for damage
 - f. Wash periodically

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2. **In-town use of district-owned vehicles should have day-to-day services performed at the Service Center to include fueling.**
 3. **Schedule Maintenance on District-Owned Vehicles**
 - a. **The director of central services and facilities planning will maintain a schedule of repairs and maintenance for each district-owned vehicle. All such maintenance and repairs should be accomplished at the Central Services motor pool.**
 - b. **Scheduled maintenance and repairs required out of town shall be performed in a suitable service facility and, when possible, charged using the vehicle credit card.**
 4. **Unscheduled Maintenance and Repairs on District-Owned Vehicles**
Breakdown, mechanical failure or normal wear should be reported to the director of central services and facilities planning for disposition:
 - a. **If under warranty, should be referred to authorized dealer.**
 - b. **Emergency out-of-town repairs shall be accomplished by an appropriate service facility and, whenever possible, charged using the vehicle credit card.**
 5. **Maintenance and repairs of leased vehicles shall be accomplished as prescribed in the lease agreement.**
- E. Dispatching and Trip Tickets**
1. **The director of central services and facilities planning is responsible for developing a system for dispatching district-owned vehicles. This system should include as a minimum:**
 - a. **Trip ticket**
 - b. **Service record**
 - c. **Financial accountability**
 2. **Each high school principal is responsible for developing a system for dispatching leased vehicles. This system shall include as a minimum:**
 - a. **Trip ticket**
 - b. **Service record**
 - c. **Financial accountability**
- F. Use of Tobacco Products**

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No person shall smoke, chew, or otherwise use tobacco products in any district-owned or leased vehicle.

G. Use of Seat Belts

Any employee who operates any vehicle or is a passenger in any vehicle (whether district-owned or privately owned) while performing services for the school district shall wear a seat belt (if the vehicle is equipped with a seat belt).