

R 7650 DISTRICT VEHICLES, VEHICLE TRACKING; MAINTENANCE AND ACCOUNTING

Pursuant to N.J.A.C. 6A:23A-6.11 and 6.12 et. seq., the Green Township Board of Education adopts the following regulations for the management, control and regulatory supervision of school district vehicles, including, but not limited to the following:

1. Vehicle Inventory -- Annual

a. Vehicle Inventory Control record keeping to include:

- (1) Vehicle make, model and year;
- (2) Vehicle identification number (VIN);
- (3) Original purchase price;
- (4) Date purchased;
- (5) License plate number; and
- (6) Person assigned or pool if not individually assigned. The inventory control survey shall be completed by the School Business Administrator each year and updated when either vehicles are added or deleted.

2. Authorized Drivers -- Annual

Individual department administrators/supervisors shall recommend to the Superintendent of Schools, employees who should be authorized by the Superintendent to drive district owned vehicles.

The following information shall be provided annually on the Authorization Form:

- a. Name of driver;
- b. Driver license number; expiration date;
- c. Vehicles assigned; and a

d. Certification of each driver. The certification shall include any accidents the driver may have had with the district owned vehicle. The list of authorized drivers shall be on file with the Office of the School Business Administrator.

### 3. Record of Maintenance; Repairs/Body Work -- Annual

Individual department administrators/supervisors shall maintain an annual record of each vehicle with reference to all maintenance, repair or body work. The record shall include at a minimum the following:

- a. Vehicle make, model and year;
- b. Vehicle identification number (VIN);
- c. Original purchase price;
- d. Date purchased;
- e. License plate number;
- f. Usage category such as regular business, maintenance;
- g. Manufacturer's routine maintenance schedule;
- h. Category of work performed (routine maintenance, repair or body work);
- i. Purchase Order number;
- j. Date work was performed;
- k. Detailed description of work performed;
- l. Mileage on date work was performed; and
- m. Cost of work performed.

### 4. Vehicle Assignment

The Green Township Board of Education affirms that the district has no vehicles for pool use. The vehicles are used to conduct district business and remain on board property after hours. It will be the responsibility of School Business Administrator to ensure the following is recorded or implemented:

- a. Vehicle use logs shall be maintained for all individuals in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points.

- b. All complaints of a potential misuse shall be investigated and appropriate disciplinary action taken.
- c. All changes to vehicle assignment, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full board.
- d. No luxury vehicle, one that exceeds the greater of \$30,000 or any current dollar limit established in IRS law or regulation, shall be purchased, lease purchased or leased by the district. All vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented district needs.
- e. District vehicles shall be used primarily for business purposes.
- f. All damage to district vehicles, regardless of cause, shall be reported within 24 hours to the School Business Administrator assigned to file insurance claims.
- g. The driver, or the driver's supervisor, if the driver is incapacitated, of a district vehicle involved in an accident resulting in damage to the district vehicle or other vehicle shall file, within 24 hours of the accident, a detailed written report with the vehicle coordinator and the School Business Administrator. The Superintendent is also to be notified.
- h. Police shall be immediately notified of an accident by the driver or School Business Administrator or designee, if the driver is incapacitated. A copy of the police report shall be submitted to the School Business Administrator.
- i. No physical alterations shall be made to a vehicle without prior board approval.
- j. Drivers of district vehicles shall possess a valid driver's license to operate a vehicle in New Jersey.
- k. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the School Business Administrator or designee shall be responsible for ensuring that the vehicle receives the scheduled service.
- l. A driver assigned a district vehicle shall be responsible for the security of the vehicle and its contents.
- m. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of district vehicle.

n. If a district vehicle is misused in any of the following ways, the driver's driving privileges for district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate:

- (1) Frequent violation of traffic laws;
- (2) Flagrant violation of the traffic laws;
- (3) Operation of a vehicle which the police or insurance company determined was the cause of an accident;
- (4) Use of vehicle for unauthorized use whether personal use, business use, or commuting;
- (5) Violation of these rules or governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer's routine maintenance schedule;
- (6) Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes;
- (7) Use of a district vehicle by an unauthorized individual while assigned to an employee;
- (8) Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities;
- (9) Use of radar detectors in district vehicle.

The Board shall establish a policy for progressive, uniform, and mandatory disciplinary actions to be applied as necessary.

Adopted: