

## CLARK COUNTY SCHOOL DISTRICT REGULATION

R-3537

### DISTRICT-OWNED VEHICLES

- I. The Superintendent of Schools authorizes the assignment of a District-owned vehicle for use in Clark County School District business when a District employee's responsibilities so warrant and/or the assignment is economically feasible.
- II. The Clark County School District will procure and maintain the minimum number of non-bus vehicles of all types essential for employee transportation needs in the performance of District business.
  - A. Procurement of District-Owned Vehicles
    1. All vehicles procured for the District must be coordinated through the Transportation Department and the Fleet Manager, and approved by the Chief Financial Officer (CFO). This is necessary to assure that all passenger vehicles meet Federal Motor Carrier Safety Regulations and Nevada Revised Statutes, which may be applicable depending on the intended use of the vehicle.
  - B. Assignment of District-Owned Vehicles
    1. District-owned vehicles may be assigned to individuals or departments when at least 600 miles of travel per month are required for in-District business, with the approval of the CFO.
    2. In some instances, contingent upon an established need, vehicles may be assigned to a department when less than 600 miles of travel per month are required (i.e., transporting materials or equipment for students), with the approval of the CFO.
    3. All District-owned vehicles are available to best serve employee transportation needs of the District and no vehicle is considered "permanently" assigned to any individual or department.

C. Housing of District-Owned Vehicles

1. All District-owned vehicles will be housed at District locations only, as designated by the CFO upon assignment of the vehicle.
2. Upon approval of the CFO, exceptions may be granted as follows:
  - a. To supervisors or administrators responsible for night or weekend activities which must be monitored.
  - b. To supervisors or employees who are subject to, and are routinely called for, 24-hour or weekend calls for emergency service work.
  - c. To employees who are assigned to one or more work locations in addition to their primary work location.

D. Maintenance of District-Owned Vehicles

Employees using any District 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.

E. Accidents Involving District-Owned Vehicles

When an employee driving a District-owned vehicle is involved in an accident, the employee/driver must:

1. Report the accident to law enforcement officials so a report can be taken.
2. Immediately notify the supervisor and the Risk Management Department so that it can be determined if a scene investigation is necessary.
3. Obtain all information regarding those involved in the accident and any witnesses including name, address, phone number, insurance and vehicle information.
4. Speak only with law enforcement authorities, District supervisors, and/or Risk Management Department representatives regarding the accident. The driver should never make any statement regarding fault or responsibility for the accident. Any questions regarding payment for damage or injury must be referred to the Risk Management Department.

5. Complete an Accident Report – Vehicle form (CCF-102) and submit to the supervisor within 24 hours.

F. Proper Use and Operation of District-Owned Vehicles

1. All District-owned vehicles are to be used for District business only. District-owned vehicles are not to be used for personal business (e.g., driving to and from personal appointments, errands, non work-related lunch meetings, or court appearances). This is inclusive of those persons assigned a take-home vehicle.
2. Official decals, including, but not limited to, the District decal, How Am I Driving, and Vehicle Numbers are not to be tampered with, removed from, or added to a vehicle, except by authorized personnel.
3. The assigned vehicle operator is responsible for checking the vehicle on a daily basis and filling out the CCSD Vehicle Inspection Checklist weekly. Vehicles that are not assigned to a particular operator are the responsibility of the assigned department.
4. Non-district employees are not permitted to operate District vehicles. Unauthorized riders are not permitted in District vehicles. Any citation or violation of a traffic law related to the use of a District vehicle may subject the user to discipline, up to and including dismissal.
5. District vehicles may be used to obtain lunch by employees under certain circumstances, such as, but not limited to, construction or maintenance employees who are assigned to a job site that does not afford them an opportunity to have lunch at their regular work site. Additionally, employees who find themselves out of the office and in a District vehicle during their regular lunch period may not make more than a slight deviation from their regular and reasonable route of travel to and from the office in order to purchase and/or eat lunch.

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