

DISTRICT-OWNED VEHICLES

AR 3544.1

District vehicles shall be defined as any mode of transportation purchased with District funds or maintained by the District. Vehicle assignments will be made by the Superintendent based on district needs and priorities. Each employee who drives a district vehicle shall ensure compliance with these procedures:

1. Vehicle use is limited to business that is beneficial to the district. Vehicles will not be used for personal purposes, unless a specific exception has been made by the Board or by the Superintendent.
2. Vehicles will be parked in a designated parking lot at the end of the work day; however, vehicles may be parked at the employee's place of residence when a determination is made that the employee is required to frequently perform duties related to the work assignment during evenings, weekends, and beyond the normal work day. Parking assignments will be made by the Superintendent.
3. No smoking is allowed in any district vehicle.
4. Because of the limited number of vehicles available to accomplish district business, consideration and efficiency are necessary. When using a vehicle, check to see if someone else needs a ride. If a person will be at a location for an hour or longer, the person should be dropped off and then picked up. If a vehicle will be needed all day or possibly for several days, the supervisor and co-workers must be aware of those plans. Central office vehicles are to be signed out.
5. When not in use, the vehicle should be locked and the keys kept in the designated area for convenient access.
6. Vehicles will be maintained by district maintenance staff as required. In Barrow, one vehicle will be assigned to the vehicle maintenance staff to function as a loaner, i.e., to replace vehicles that are in their shop for repairs. Loaner vehicles are not to be used by the vehicle maintenance staff, but are to be used only as loaners when needed.
7. The number of vehicles owned and operated by the district will be determined by the Superintendent after careful evaluation of district needs and priorities. The fleet of vehicles will be reduced to the lowest number required to perform required duties.
8. Vehicles will be replaced on a rotational basis every six years in Barrow (approximately) and every three years in village communities, to take advantage of the optimum resale value, and to reduce the costs involved in the maintenance and operation of vehicles. Vehicles that have served their useful purpose will be disposed of following Board policy, or traded in toward payment for new vehicles.
9. The vehicle maintenance supervisor will prepare a written report each October providing information on the mechanical condition of all vehicles. The report will include recommendations designating vehicles to be replaced or surplus based on their mechanical condition. The Superintendent will consider the report during preparation of the annual district budget.

*Adopted 6/01
Revised ___/22*