

# 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 Director of Fleet Services, and approved by the Chief Operating Officer (COO) and 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.
    2. The Transportation Director of Fleet Services will annually rate vehicles utilizing a matrix point system which considers vehicle age, condition, maintenance/repair records, life mileage, monthly mileage, and type of use. Vehicles exceeding thirty points will be considered for replacement. Vehicles deemed beyond economical repair (BER) may receive priority. A ten (10) year replacement cycle of non-specialty vehicles is recommended.
    3. All replacement and additional vehicle purchase requests must have supporting evidence as well as documented Unit/Region lead approval, prior to submission to the COO and the CFO for final approval. School level requests must also obtain the approval of the Superintendent prior to submission to the COO and CFO.
  - B. Assignment of District-Owned Vehicles
    1. District-owned vehicles may be assigned to individuals or departments when at least 700 miles of travel per month are required for in-District business, with the approval of the COO. The monthly mileage threshold is subject to periodic adjustment based on changes to the standard mileage reimbursement rate as set by the Internal Revenue Service (IRS).

2. In some instances, contingent upon an established need, vehicles may be assigned to a department when less than 700 miles of travel per month are required (i.e., transporting materials, specialty use, or equipment for students), with the approval of the COO.
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.
4. Departments utilizing District-owned vehicles are responsible for establishing procedures that document adherence to Regulation 3536 Section 4.A.
5. Vehicle assignments with a usage below the minimum 700 miles of travel per month, will be required to complete an annual justification form to be reviewed by the Vehicle Justification Committee. Assignment changes of low use vehicles may be necessary.
6. District employees and departments requiring periodic use of a District vehicle may reserve and utilize vehicles assigned to the District’s motor pool.

C. Housing of District-Owned Vehicles

1. All District-owned vehicles will be housed at District locations only, as designated by the COO upon assignment of the vehicle.
2. Upon approval of the COO, 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.
3. Mileage tracking procedures for “take-home” vehicles are as follows:
  - a. GPS Equipped Vehicles: The supervisor of an employee that utilizes a GPS equipped "take-home" vehicle is responsible for reviewing and documenting GPS data on a monthly basis for reasonableness. Improper use can result in employee discipline and reassignment of the vehicle.
  - b. Non-GPS Equipped Vehicles: An employee that utilizes a non-GPS equipped "take-home" vehicle will be responsible for maintaining a log of vehicle use to include daily mileage,

total vehicle usage days, and after hour call outs. The vehicle log must be reviewed and documented monthly by the employee's supervisor for reasonableness. Improper use can result in employee discipline and reassignment of the vehicle.

4. Employees electing to utilize a “take-home” vehicle will be responsible for any applicable fringe benefit taxes.

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 vehicle maintenance schedules as established and coordinated through Fleet Services.

E. Accidents Involving District-Owned Vehicles

When an employee driving a District-owned vehicle is involved in an accident, the employee/driver must follow requirements outlined in Regulation 3532 – Accident Involving District Transportation Vehicles.

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. Adding unauthorized decals, stickers, auxiliary devices, or other decorations to District vehicles is prohibited.
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.

6. The operation of District vehicles outside the State of Nevada is prohibited except in the following circumstances:
  - a. District vehicles can be used to transport students and personnel to authorized athletic or competitive events that are within that school's approved regular season athletic/activities schedule for schools located outside the Las Vegas metropolitan area.
  - b. District maintenance vehicles can attend to needs of the District vehicle fleet outside the State of Nevada.
  - c. Specialized District vehicles that are required to travel outside the State of Nevada on District business and have received approval from the Transportation Fleet Manager and the Risk Management Department prior to travel out of state.
7. District employees must always adhere to the hours of service regulations. No more than three District vehicles may be used to transport students to a single activity and District vehicles must be driven by an authorized, on-duty District employee.
8. Students should never be transported in vehicles that hold ten or more passengers unless the vehicle is a bus.

Review Responsibility:	Operational Services Unit
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