

USE OF ACPS VEHICLES REGULATIONS

I. Purpose

To define the conditions of appropriate use of Alexandria City Public Schools vehicles [that do not require a commercial driver's license \(CDL\)](#), and to establish approval processes for the use of these vehicles.

II. Use and Authorization

- A. Employees who use private vehicles for official school business will be reimbursed at the currently approved rate per mile unless they receive a travel stipend as part of their regular pay. (Employees may confirm their receipt of this stipend with the Human Resources Department.)
- B. [Unassigned Vehicles](#): Employees who are required to travel away from their offices in the conduct of official school business may use a School Board-owned vehicle upon submission of an approved Request for Vehicle Use form. Keys ~~and gas credit cards~~ must be returned to ~~the Department of Educational Facilities~~[their Department Director](#) at the time the vehicle is returned to its check-out location. Employees are required to ~~sign the Gas Credit Card Agreement as well as the~~[submit a Vehicle Use Agreement and supporting documentation](#) before checking out a vehicle [for the first time](#). [City fuel cards are for use at the City of Alexandria fuel depot and shall remain in the vehicle.](#)
- C. [Assigned Vehicles](#): Employees who require daily use of a School Board-owned vehicle ~~may submit a~~[must submit a](#) Request for Vehicle Use Form [and supporting documentation to their Department Director](#), ~~approved by their department head, to the Department of Educational Facilities~~. Upon approval [by the Director](#), ~~an~~[pool ACPS](#) vehicle will be assigned to that employee for daily use. This vehicle may not be used for take-home purposes. Keys ~~and gas credit cards~~ will remain in the possession of the employee. [City fuel cards are for use at the City of Alexandria fuel depot and shall remain in the vehicle.](#) ~~Employees are required to sign the Gas Credit Card Agreement as well as the Vehicle Use Agreement.~~
- ~~D. Take-home Vehicles~~: Employees who are on call 24 hours/day, 7 days/week for emergencies, security or other special requirements are authorized to use a take-home School Board-owned vehicle for the time that they are assigned this responsibility, upon approval of the Superintendent or designee.

III. General Regulations for Driving a School Board-Owned Vehicle

- ~~A.~~[A. Any employee driving an ACPS vehicle must first submit a Request for Vehicle Use form and supporting documentation \(see attached\). This includes providing a copy of a valid driver's license and a Department of Motor Vehicles \(DMV\) Compliance Summary. Such documentation is available to the driver through the Virginia DMV website at no charge. \(For employees with out-of-state licenses, such compliance summaries, or](#)

“Non-Certified Driver Records” may incur a small fee. Employees may submit requests for reimbursement in such cases.) In addition, ACPS reserves the right to request a Compliance Summary at any time thereafter. Driver must have a valid driver’s license.

~~A. Driver will demonstrate a good overall driving record. If requested, a copy of the driver’s state driving record may be obtained and reviewed by his/her supervisor.~~

B. Driver will inspect the assigned vehicle prior to use and report all vehicle defects to his/her ~~supervisor or the Department of Educational Facilities~~Director or designee, who will coordinate for vehicle maintenance support.

C. Driver and passengers will use seat belts, obey all traffic regulations, and observe safe driving practices at all times.

D. Driver is responsible for any moving violations and parking citations that may be incurred while using School Board vehicle.

E. Driver and passengers are prohibited from smoking or using tobacco products in or around School Board vehicles.

F. Driver shall never transport alcoholic beverages or illegal substances in the vehicle and shall never operate the vehicle while or after using alcohol or drugs.

G. Driver may use the School Board vehicle to respond to an emergency or to drive to/from lunch. School Board vehicles may not be used to perform personal errands, except take-home vehicles as noted below.

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IV. Accidents While Driving a School Board Vehicle

The driver should:

A. First determine if anyone is injured and secure medical assistance as soon as possible;

B. Immediately report the accident to the local police department and to his/her supervisor, indicating location, injuries, degree of vehicular damage, and requirements for disposition;

C. Remain at the scene of the accident until the investigation has been completed by the police;

D. Collect and report the following information:

1. Name and addresses of other vehicle operators;

2. Name and addresses of any witnesses;

3. Name and policy number of insurance carrier having coverage on the other vehicles;

4. A description of other vehicles involved in the accident, including make, model, color, and license plate numbers;
5. A sketch or cellphone picture of the accident with locations of vehicles and other pertinent details; and
6. Investigating police officer's name and case number to obtain a copy of the police report.

When required, contact the Transportation Department (703-461-4169) to tow the vehicle back to the shop for repair.

V. Pool Assigned and Unassigned Vehicles

- A. ~~A pool of~~ School Board-owned vehicles will may be ~~maintained at the Central Office and the Maintenance /Transportation Department~~ available for use by School Board employees. There will be two classes of vehicles: assigned and unassigned.
 - B. Assigned vehicles will be assigned to one employee as the primary driver. They are intended for daily use in completion of job responsibilities. These vehicles are not for take-home use. The employee will hold the keys and the City fuel card. Requests for assigned vehicles shall be made in writing to the ~~Superintendent or designee~~ Department Director. Departments will annually review their operational needs to determine if assigned vehicles are required for any staff members.
 - C. Unassigned vehicles will be available for use by any employee who has completed the Request for Vehicle Use Form ~~and the Gas Credit Card Form~~ and supporting documentation. Keys and the City fuel ~~use~~ card will be maintained by their Director or designee. ~~in the Department of Educational Facilities and the Transportation — Department.~~
 - D. For approved out-of-area travel that requires refueling, employees may either use their assigned P-card, obtain petty cash from the Accounting Department prior to departure, or submit a request for reimbursement for fuel purchases.
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VI. Take-home Vehicles

- A. A take-home School Board-owned vehicle may be authorized for employees who are on call 24 hours/day, 7 days/week for emergencies, security, or other special requirements for the time they are assigned this responsibility, upon approval of the Superintendent or designee. Each department shall annually assess its operational needs to determine if take-home vehicles are required for any staff members. Requests shall be made by the Department Head in writing to the Superintendent.
- B. Employees who are authorized to use take-home vehicles are responsible for the tax liability associated with this benefit. In December of each year, the number of days the take-home vehicle was used by each employee will be reported to the Department of Financial Services for tax purposes.

C. Because employees who drive take-home vehicles have no other means of transportation during work hours, travel to and from lunch, medical appointments, personal errands are allowed, provided there is only minor deviation from the normal route traveled and the nature of this travel is not inconsistent with the type of vehicle.

D. Non-ACPS employees are not authorized as passengers in take-home vehicles.

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Established: January 1, 2009

Revised: April 21, 2016

Revised:

Cross Refs.: EDC Authorized Use of School Division-Owned Materials
EEBA ACPS-Owned Vehicles

DRAFT

REQUEST FOR USE OF A SCHOOL BOARD-OWNED VEHICLE

Name: _____ Employee ID # _____

Title: _____ Work location: _____

Unassigned Vehicle Request for Part-time Use: _____

Assigned ~~Pool~~ Vehicle: _____

Take-Home Vehicle: _____

Nature of school division business generating the request for use of vehicle:

A copy of a valid driver's license must be provided with this request.

Driver's License Number: _____ State of Issuance: _____

A Department of Motor Vehicles (DMV) Compliance Summary must be provided with this request.

State Compliance Summary (or Non-Certified Driver Record*) has been provided and reflects that driver's record is in good standing:

* For employees with out-of-state licenses, such compliance summaries, or "Non-Certified Driver Records" may incur a small fee. Employees may submit requests for reimbursement in such cases.

Vehicle Assigned: _____

I have read and understand the Vehicle Use Regulations and understand that failure to comply with any part of the regulations shall be considered cause for disciplinary actions as deemed appropriate by the Superintendent or designee. I certify that all information provided is correct and accurate.

Driver's Signature: _____ Date _____

Department Head-Director Approval: _____ Date: _____

Approved: _____ Date: _____

Superintendent of Schools
(Or Designee)

~~FUEL CARD AGREEMENT ATTACHED~~

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ALEXANDRIA CITY PUBLIC SCHOOLS

Employee Fuel Card Agreement

I, _____, hereby acknowledge receipt of a fuel card. As a cardholder, I agree to comply with the following terms and conditions regarding my use of the Card:

~~1. I agree to use this Card for approved business purchases only and agree not to charge personal purchases.~~

~~2. I understand that the school system will audit the use of this Card and report and take appropriate action on any discrepancies. Appropriate actions may include repayment of inappropriate expenditures, disciplinary actions, dismissal, or criminal charges.~~

~~3. I will make sure that the credit card is kept in a safe, secure location while it is in my possession.~~

~~4. I will immediately report the loss or theft of the Card to the designated employee in the Transportation Department or the Department of Educational Facilities. Failure to do so may result in either revocation of my use privileges or other disciplinary actions, including termination of employment. The designated employee to whom I report the loss is:~~

~~(Name of designated employee) (Department)~~

~~5. I agree to return the Card immediately upon request or upon termination of employment (including retirement, or changing positions).~~

~~6. I will not give the Card to another employee for his/her use, even for business purposes. Substitute bus drivers must check out the Card and sign this agreement through the Transportation Department. Employees using ACPS vehicles on a temporary basis must check out the fuel card and sign this agreement at the time they sign for the vehicle keys.~~

~~7. I understand that my use of the Card is subject to the approval of the Director of Transportation or the Director of Educational Facilities and that my use privileges may be revoked by him/her or the Director of Financial Services at any time without notice.~~

Employee Signature _____ Employee ID # _____ Date

Director Signature (Transportation or Educational Facilities) _____ Date