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School Vehicle Assignment, Use, Tracking,
Maintenance, and Accounting

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R7650 SCHOOL VEHICLE ASSIGNMENT, USE, TRACKING, MAINTENANCE, AND ACCOUNTING

A. School Vehicle Assignment and Use

The Board of Education, upon the recommendation of the Superintendent, may authorize, at its discretion, by an affirmative vote of the Board's full membership, the lease, lease-purchase, or purchase and assignment of school district vehicles for the conduct of official school district business.

1. The vehicles may be assigned either to individuals or to units/departments within the school district for pool use according to the following classifications:

a. Vehicles may be assigned permanently and individually to the Superintendent, Deputy Superintendent, School Business Administrator/Board Secretary, the staff member serving as head of facilities services, the staff member serving as head of security services or other supervisory employees who, based on their job duties, may be called upon on a twenty-four, seven day-a-week basis. No individual assignment shall be made for the primary purpose of commuting.

b. A unit may be permanently assigned one or more school district pool vehicles only if employees of the unit will collectively use the vehicle or each vehicle for more than an average of 750 miles per month on official school district business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a school district facility when not in official use.



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2. District employees may be temporarily assigned a school district vehicle for travel events. Board members shall not be permitted to drive a school vehicle under any circumstances. Board members may be driven to local events however; not to out of state events. In the event a Board member is driven to a local event, a detailed log shall be maintained in accordance with 6A:23A-6.12(e).
3. In the event the operator of a school district vehicle believes their personal health (temporary or long-term) may impair their ability to safely operate a school vehicle, the operator shall inform their immediate supervisor and the fleet coordinator(s) of the health problem and the expected duration of impairment. The operator's immediate supervisor or the fleet coordinator(s) may coordinate a physical examination for the staff member in accordance with Policy 3160 or 4160.
4. Smoking, as defined in Policy 7434, is prohibited on "school grounds" and therefore, in accordance with the definition of school grounds in Policy 7434, smoking is prohibited in a school vehicle at any time.
5. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points. Vehicle use logs shall be submitted to the fleet coordinator(s) for each District vehicle on a weekly basis.
6. All complaints of a potential vehicle misuse shall be investigated by the fleet coordinator(s) and/or appropriate administrator and appropriate disciplinary action shall be taken. Any disciplinary action shall be progressive and uniform depending on the specific misuse.



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7. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.
8. No luxury vehicle, one which exceeds the greater of 30,000 or any current dollar limit established in IRS law or regulation, shall be purchased, leased-purchased, or leased by the school district. If a vehicle is assigned to the Superintendent, it may be a full size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented school district needs.
9. All damage to school district vehicles, regardless of the cause, shall be reported within twenty-four hours to the fleet coordinator(s) and the employee assigned to file insurance claims.
10. Each school vehicle shall be branded with a Paterson Public Schools decal and no additional physical alterations to a vehicle shall be made to a vehicle without prior Board approval.
11. Operators of a school district vehicle shall possess a valid driver's license to operate a vehicle in New Jersey. The fleet coordinator(s) shall be responsible to maintain a copy of each driver's license on file. In the event a driver's license is revoked, suspended or otherwise makes the driver unable to operate a school district vehicle in accordance with law, the driver shall immediately notify the fleet coordinator(s), who will immediately revoke the driver's authorization to operate a school district vehicle.



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12. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the fleet coordinator(s) shall be responsible for ensuring the vehicle receives the scheduled service.
13. A driver assigned a school district vehicle shall be responsible for the security of the vehicle and its contents.
14. Drivers shall be personally responsible for all fines accrued as a result of traffic violations and parking violations related to operation of school district vehicles.
15. For all accidents involving a school district vehicle, the driver, or the driver's supervisor, if the driver is incapacitated, shall notify the police and fleet coordinator(s) immediately. The driver's supervisor shall then file, within twenty-four hours of the accident, a detailed written report with the fleet coordinator(s) and the school district staff member responsible for making insurance claims.
16. Police shall immediately be notified of an accident by the driver or driver's supervisor, if the driver is incapacitated. A copy of the police report shall be submitted to the fleet coordinator(s) and the school district staff member responsible for making insurance claims as soon as possible.
17. If a school district vehicle is misused according to the "Unauthorized Vehicle Use" prescribed in the District Fleet Manual and/or in any of the following ways, the driver's driving privileges for school district vehicles shall be suspended or revoked, and



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additional disciplinary action shall be taken as appropriate:

- a. Frequent violation of traffic laws;
- b. Flagrant violation of traffic laws;
- c. Operation of a vehicle which the police or insurance company determined was the cause of an accident;
- d. Use of a vehicle for unauthorized use whether personal use, business use, or commuting;
- e. Violation of these rules or school district policy 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;
- f. Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes;
- g. Use of a school district vehicle by any unauthorized individual while assigned to an employee;
- h. Use of a school district vehicle to transport any person, family member or child, other than in the course of their assigned duties and responsibilities; and/or
- i. Use of radar detectors in school district vehicles.



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The Board shall implement a progressive and uniform mandatory disciplinary program to be applied as necessary in the event it is determined a staff member misused a school vehicle.

B. School Vehicle Inventory Control Record

The fleet coordinator(s) shall be responsible to maintain the following inventory control records for every school district vehicle:

1. Vehicle make, model and year;
2. Vehicle identification numbers (VIN) ;
3. Original purchase price;
4. Date purchased;
5. License plate number;
6. Person assigned or pool if not individually assigned;
7. Driver's license number of person assigned and the expiration date;
8. Insurer and policy number of person assigned; and
9. Usage category such as regular business, maintenance, security, or pupil transportation.

C. Driving Record of Operators of School District Vehicle

The fleet coordinator(s) shall be responsible to obtain and maintain the following driving records of operators of school district vehicles:

1. Name of driver;



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2. Drivers license number and expiration date;
3. Insurer and policy number of person assigned;
4. Motor vehicle code violations;
5. Incidents of improper or non-business usage;
6. Accidents; and
7. Other relevant information.

D. Record of maintenance, Repair and Body Work for School District Vehicles

The school vehicle coordinator(s) shall be responsible to maintain the following records of maintenance, repair and body work for each school vehicle:

1. Vehicle make, model and year;
2. Vehicle identification numbers (VIN);
3. Original purchase price;
4. Date purchased;
5. License plate number;
6. Usage category such as regular business, maintenance, security or pupil transportation;
7. Manufacturer's routine maintenance schedule;
8. Category of work performed (routine maintenance, repair or body work);



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9. Purchase order number;
10. Date work was performed;
11. Detailed description of work performed;
12. Mileage on date work was performed; and
13. Cost of work performed.

All records maintained by the fleet coordinator(s) shall be maintained in the school district office of the fleet coordinator(s).

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