

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: 3000  
CATEGORY: Business  
POLICY CODE: 3541.1/Use of District Vehicles

**Use of District Vehicles**

**Policy Statement**

The Trumbull Board of Education adopts this Policy concerning the assignment, use, tracking, maintenance, and accounting of school district vehicles. For the purposes of this Policy, a “school district vehicle” means a vehicle purchased, leased, leased-purchased, or acquired without cost by gift, donation, or other method by the school district regardless of funding source.

School district vehicle assignments must be approved in advance by the Superintendent or designee. 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.

The vehicles may be assigned either to individuals or to units within the school district for pool use according to classifications as outlined in the procedures below. No individual assignment shall be made for the primary purpose of commuting. 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. All changes to vehicle assignment, whether pool or individual, shall require prior approval of the Superintendent and/or designee.

A school district vehicle shall only be used for business purposes and incidental and reasonable personal use of a school vehicle is prohibited without the approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.

If a school district vehicle is misused the driver’s driving privileges for school district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate. The Board shall establish and implement a policy for progressive, uniform, and mandatory disciplinary actions to be applied as necessary in the event it is determined a staff member misused a school vehicle.

The Board designates the Director of Operations as the Vehicle Coordinator for district vehicles. The Vehicle Coordinator and/or designee shall maintain inventory control records, driving records of operators of school district vehicles, as well as the records of maintenance, repair and body work required.

Adopted:06/03 /2025

**Purpose**

This policy applies to any employee of the Board of Education who uses an assigned or fleet town-owned vehicle during the workday or as a take-home vehicle.

The policy is intended to:

- Provide Board employees with procedural guidelines related to the utilization of town-owned vehicles used by the Board,
- Ensure town-owned vehicles used by the Board are maintained in a manner optimizing driver safety and vehicle life and performance,
- Ensure compliance with Connecticut Department of Motor Vehicles and Internal Revenue Service reporting regulations,
- Ensure town-owned vehicles used by the Board and associated costs are accurately recorded and appropriately controlled and

All new employees who will be assigned work entailing the operation of a Board vehicle shall be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

The employee's vehicle use privileges require a current valid driver's license, a copy of which is to be on file with Human Resources. The Board reserves the right to deny an employee the use of a town-owned vehicle due to a poor driving record, vehicle abuse, or violation of the Board's Vehicle Use Policy. The Board reserves the right to test any driver suspected of driving under the influence of drugs or alcohol.

## **Regulations**

The District promotes the appropriate use of Board owned vehicles for school business with the following regulations:

### *Vehicle Use and Limitations*

- Use of vehicles is limited to authorized Board employees. No other individuals, including but not limited to family members, may operate or be a passenger in a town-owned vehicle. An exception to this prohibition will be emergency situations, or when transporting non-employee contractors involved in Board business.
- Unauthorized use of the vehicle is strictly prohibited and will be the sole responsibility and liability of the employee. Unauthorized use of the vehicle is defined as use of the vehicle that violates items cited in policy 3541.1/Use of District Vehicles and/or not seeking supervisor approval if the use of the vehicle is in question of violating the policy and not seeking clarification and authorization to use.
- Board employees who commit parking or traffic violations while operating a town-owned vehicle will be personally liable for all fees, fines or liabilities incurred.
- With respect to town-owned vehicles used by the Board that are involved in out-of-state travel, unless authorized by contract, any such use needs pre-approval from the Superintendent or his/her designee.
- Under IRS regulations, employees categorized as "24-hour, On-call, Non-Emergency Service Personnel" (see Vehicle Categories, below) are deemed to be receiving a commuting benefit. This benefit is considered imputed income by the IRS and an appropriate amount will be added to income and taxed accordingly. Therefore, department heads must notify the Board's Human Resource Department when an employee is assigned a take-home vehicle.

### *Vehicle Monitoring and Maintenance*

- Employees assigned take-home vehicles shall maintain a mileage log indicating the odometer reading upon departure from home and arrival at their work site and upon leaving work and arriving at their home. Each day employees shall enter the data into the log and submit it to the Finance Department monthly.
- It is every driver's responsibility to operate town-owned vehicles used by the Board in a safe and fuel efficient manner, abide by motor vehicle laws and operate vehicles with due care.
- All town-owned vehicles assigned and used by the Board employees will have GPS installed and tracked by the district administration and/or a 3<sup>rd</sup> party vendor. Speeding, location, time of use, and harsh driving conditions of vehicles will be recorded and maintained by the GPS system and reported to district administration for follow-up and investigation as needed.
- Drivers of town-owned vehicles used by the Board are responsible for immediately reporting any mechanical trouble or damage.
- Vehicle accidents are to be reported immediately to the police in the jurisdiction where the accident occurred. Once it is possible, the accident should then be reported to the employee's supervisor and the Finance Department's Insurance Coordinator.

**Regulations (continued)**

*Vehicle Monitoring and Maintenance (continued)*

- Drivers of town-owned vehicles used by the Board are responsible for scheduling maintenance each 3,000 miles driven, or as recommended by Board Maintenance personnel.
- Town-owned vehicles used by the Board will be fueled at the Highway Department's facility. It is the responsibility of the driver to maintain fuel levels.

*Transportation of Materials*

- Firearms or other weapons are not allowed on owned or leased Board premises including town-owned vehicles used by the Board. Possession of weapons on Board property by anyone other than a licensed law enforcement officer is grounds for termination.
- Drivers may not transport any hazardous material or waste in a town-owned vehicle, or in any vehicle while on Board business, unless such materials are ordinarily handled by the Board as part of normal business operations.

*Legal Compliance and Safety*

- Employees are required to report all motor vehicle moving violations received while driving their town-owned vehicle to the Board as soon as possible. This requirement shall not apply to parking infractions/tickets for personal vehicles.
- Employees must obey all traffic laws while operating a town-owned vehicle and failure to do so will be considered a violation of this policy subjecting the employee to possible disciplinary action up to and including possible termination of employment.
- Employees must use a seat belt at all times.
- Employees whose job requires that they maintain a valid driver's license, and/or allows the use of town-vehicles, must immediately notify their supervisors if their license has been suspended, cancelled or has had limitations placed on it.
- Supervisors are responsible for investigating each accident involving a town-owned vehicle, including reviewing a police report, if one is made, to determine if the employee was at fault. Supervisors are to take appropriate disciplinary action based on their findings consistent with this policy.
- Employees are allowed to utilize hands-free cell phones in accordance with state law to make calls while operating a town-owned vehicle. Employees are prohibited from texting or using any other written communication features of a phone while driving a town-owned vehicle for official use.

*Vehicle Maintenance and Preservation*

- Prohibited Activities
  - Use of Drugs and Alcohol: Strictly prohibited while operating or being inside the vehicle.
  - No Pets: Pets are not allowed inside the vehicle to maintain cleanliness and prevent damage, unless required as part of the job responsibilities.

**Regulations (continued)**

Supervisors are responsible for ensuring that new employees have reviewed the policy and that this policy is followed by all employees. Supervisors are also expected to set an example for safe and responsible driving.

Employees are responsible for following this policy. Failure to comply with the policy may result in disciplinary action, up to and including suspension, termination, or participation in a safe driving course, depending on the circumstances.

**Vehicle Categories**

Vehicle assignments must be approved in advance by the Superintendent or his/her designee. Use of Board vehicles is classified into one of the following three (3) categories:

1. *Restricted Use, 24-hour on-call, Non-Emergency Service Personnel Vehicles*

Generally, assignment of take-home vehicles should be restricted to those employees who would:

- Need to respond immediately to an after-hours emergency,
- Be required to carry specialty tools or equipment to address the emergency, and/or
- Potentially be called to more than one emergency location.

These vehicles are not for personal use. Recipients of these vehicles are subject to imputed income and appropriate taxation per IRS guidelines.

Vehicles shall not be assigned as take-home vehicles unless contractual or documented as authorized by the Superintendent or his/her designee. These vehicles will be permanently marked with Trumbull Board of Education identifiers, at least 12-inches in diameter.

2. *Non-Take Home Vehicles*- ongoing, regular use to provide a Board service.

Vehicles are assigned to employees regularly required to travel to perform Board business during the work day. Vehicles shall not be used for personal use. Vehicles shall be parked in a designated BOE building lot each evening, or when not in use.

3. *Temporary Use/Pooled Vehicles* - unassigned vehicles for temporary or sporadic business use by a Board employee.

Vehicle use shall be approved by a department head. Vehicles shall not be used for personal use. Vehicles are for use during normal working hours, and shall be parked in a designated BOE building lot at the end of each workday.

**FORM A**

**ACKNOWLEDGMENT OF RECEIPT OF  
Trumbull Public Schools Policy 3541.1/Use of District Vehicles**

Directions: Please read Policy 3541.1/Use of District Vehicles carefully to ensure that you understand the policy before signing this document.

I have read and been informed about the content, requirements, and expectations of Trumbull Public Schools Policy 3541.1/Use of District Vehicles. I have received and agree to abide by the terms and conditions of the policy. I understand that if I have questions, at any time, regarding Policy 3541.1/Use of District Vehicles, I will consult with my immediate supervisor or a Human Resources' staff member.

Employee Signature:

Employee Printed Name:

Receipt By:

Date: