

The district owns or leases and maintains vehicles for use by properly authorized district staff for district business purposes. The purpose of this policy is to outline appropriate use of district owned or leased vehicles.

USE

Vehicles owned or leased by the district are to be used for business purposes. Employees are expected to operate vehicles used in the course of district business in a safe and lawful manner. Employees must be authorized by their supervisor to operate a district owned or leased vehicle prior to use. Employees must have a valid Idaho driver's license and/or commercial driver's license (CDL) with appropriate endorsements. Supervisors are responsible for ensuring employees have a valid driver's license or CDL prior to authorizing employee use of district owned or leased vehicles. Employees must notify their supervisor immediately of the expiration, suspension or revocation of their driver's license or CDL. Employees without a valid driver's license or CDL will not be permitted to operate district owned or leased vehicles.

Employee drivers may not loan out district owned or leased vehicles to others or use such vehicles for personal use, including but not limited to errands and travel to and from the employee's home, unless otherwise authorized by the employee's supervisor. Any mileage driven in a district owned or leased vehicle that is not for official district business will be considered a taxable fringe benefit to the employee driving the vehicle. This taxable fringe benefit will be in addition to the employee's annual salary and will be reported on the individual employee's W-4. Records of mileage and use other than for official district business must be recorded in a diary or log and provided to the district business manager on a monthly basis.

CONDITIONS OF USE

All drivers are expected to comply with state and local laws governing motor vehicle use, including but not limited to, seatbelt use and use of handheld wireless devices (e.g. cell phones), while driving. Smoking is expressly prohibited in all district owned or leased vehicles.

ACCIDENT REPORTING

Employee drivers shall report accidents involving district owned or leased vehicles to local law enforcement and to their supervisor. Supervisors are responsible for ensuring accidents are reported to the district's insurance provider. Employees are expected to cooperate fully with law enforcement and insurance claims investigations.

TRAFFIC VIOLATIONS

All fines and other penalties due to violations of the law by an employee driver while driving a district owned or leased vehicle are the responsibility of the employee. Employees are expected

to promptly notify their supervisor of any citations for moving violations or accidents. Employees may be required to provide a copy of the citation to their supervisor.

VEHICLE MAINTENANCE AND REPAIR

The transportation supervisor is responsible for vehicle maintenance and repair. All employees authorized to drive district owned or leased vehicles shall promptly report maintenance or repair concerns to the transportation supervisor.

USE OF PERSONAL VEHICLES FOR DISTRICT BUSINESS

Employees may use their personal vehicle on district business when approved in advance by their supervisor. Employees using their personal vehicles must maintain auto liability insurance with minimum state limits and maintain their vehicle in a safe operating condition. Proof of liability insurance may be requested by the employee’s supervisor, the transportation supervisor, superintendent or other designee as necessary. Employees may request reimbursement for use of their personal vehicle in accordance with Policy 846 (Travel Allowances).

DISCIPLINE

Employees who fail to follow all conditions of use and reporting requirements set forth herein may be subject to disciplinary action up to and including termination of employment.



LEGAL REFERENCE:

Idaho Code Sections

33-506 – Organization and Government of Board of Trustees

49-673 – Safety Restraint Use

49-1401A – Texting While Driving

ADOPTED: May 13, 2024

AMENDED: