

Procedure #7501
Title: USE OF STATE VEHICLES
Category: Non-Instructional Operations
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Reviewers: MSA Department Supervisors

PURPOSE

This procedure is to establish a clear and consistent procedure for staff use of state vehicles for school business and ensure that all employees are aware of requirements for the use of state vehicles.

LICENSE REQUIREMENTS

- A. Employees who drive state vehicles must have a valid Driver's License.
- B. Following state laws, employees who transport students in state vehicles must pass the Type III driving training, including a review of the driver's Department of Motor Vehicle record, on an annual basis. Employees must have a Minnesota Driver's license prior to Type III driving training and/or transporting students.
- C. For activity buses (white buses), employees must also verify their eligibility with a medical clearance card.
- D. For larger buses (yellow school buses), a Commercial Driver's License (CDL) with a bus driver's endorsement is required.

VEHICLE REQUIREMENTS

All state vehicles will be equipped with the following:

- Fire Extinguishers
- First Aid Kit
- Snow/Ice Scraper
- Emergency Window Breaker & Seatbelt Cutter
- Gas Card
- Pre-Trip Checklist
- Trip Mileage Documentation

Employees are responsible for locking up the vehicle and ensuring that all keys are removed when the vehicle is parked. Keys must be immediately returned after using the vehicle to the physical plant (fleet vehicles) or the campus front office (MSAB vehicles/work study vans) A drop box is available for late arrivals (after usual working hours).

Gas cards are to be used only for the purchase of gas, engine fluids, windshield wipers, wiper fluid, flat tire repair, and car washes (as needed to provide safe driving when traveling away from the Plant's maintenance departments) at stations that will accept State of Minnesota credit cards. Prior to their first use of state vehicles, employees must ensure that they have been set up in the purchasing system to use the card. Employees

must check prior to filling up that the station will accept the card. Employees must obtain receipts for all purchases and store them with the trip documentation.

PROCESS

- A. All vehicle requests must be approved by the employee's immediate supervisor. Employees may request vehicles using the Staff Vehicle Request on the staff portal on the MSA website.
- B. The Physical Plant manages the vehicle reservation system and will notify employees if their request cannot be accommodated. Requests will be processed on a first-come, first-served basis. Requests for student transportation (field trips, work study, athletics, dorm activities) will be granted priority over employee transportation.
- C. If vehicle requests for staff travel cannot be accommodated, the employee can work with their supervisor to obtain approval to use personal vehicles and be reimbursed for mileage in accordance with their bargaining contract provisions.

EXPECTATIONS

- A. Employees who drive state vehicles are responsible for all passengers in that vehicle. If transporting students, follow rules/regulations outlined in Type III driving training.
- B. No vehicle shall have more passengers on board than the law allows (1 passenger per seat belt)
- C. Employees are responsible for ensuring that they have health information on all students requiring special care and/or medication. Employees must obtain this information from the health clinic before departure.
- D. Employees are responsible for the cleanliness of the interior. All trash and belongings must be removed from the vehicle after use.
- E. Employees are responsible for reporting any maintenance issues with the vehicle. If the vehicle breaks down during use, employees must report this to the physical plant as well as their supervisor so that appropriate action can be taken concerning the vehicle and all passengers aboard at that time.
- F. Employees are responsible for reporting any accidents on or off campus to their supervisor, the physical plant, and the highway patrol. Injuries that may be sustained during the accident must be reported immediately, no matter how minor they may be. The directors of each campus, including the director of student life/student life coordinator for evening hours, should be notified as soon as reasonably possible.
- G. All moving violation reports must also be reported to the employee's supervisor, the physical plant, and the human resources office. Fines incurred while driving state vehicles are the sole responsibility of the employee/driver.
- H. Employees must refill the vehicle with gas if the tank is ½ full or less. (See gas card information above.)

OVERNIGHT PARKING AT EMPLOYEE RESIDENCE OR OTHER LOCATIONS

As needed, employees may need to keep a vehicle overnight due to travel requirements and/or other school-related needs. Employees must request permission in writing to the superintendent's office with an explanation of the reason for the request. After consideration of the request, the superintendent will respond to the employee, their supervisor, and the physical plant with approval or denial of the request. Employees are responsible for parking the vehicle in a safe location and ensure that all use of the vehicle is business-related.