

**San Bernardino County Superintendent of Schools  
Policy 3544.1**

**Operating County Schools Vehicles**

**Vehicle Information**

1. The following information is located in the glove compartment of each SBCSS vehicle:
    - a. Proof of insurance
    - b. Registration
    - c. Vehicle Accident Report – to be filled out by the driver in the event of an accident
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**Driver and Passenger Requirements**

All personnel, including substitute employees, who drive SBCSS vehicles are required to undergo an annual Department of Motor Vehicles (DMV) license check and provide proof of insurance at levels required by SBCSS.

Individuals will not be authorized to drive any SBCSS vehicle for a period of 12 months from the date SBCSS receives notification if any of the following occur:

- a. The individual receives 4 points within a 12-month period, 6 points within a 24-month period, or 8 points within a 36-month period, as defined by the California Department of Motor Vehicles;
- b. The individual is convicted of any moving violation misdemeanor within the last 3 years;
- c. The individual is convicted of any moving violation resulting in a felony conviction within the last 10 years; or
- d. The individual's driver's license is invalid, suspended, or revoked.

If an employee's position requires that they operate a vehicle in the performance of their duties, and they are in violation of items outlined above, disciplinary action may be taken up to and including termination.

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**Driver and Passenger Responsibilities**

1. Drivers and passengers shall wear safety belts in accordance with the law. Drivers transporting students shall follow SBCSS Policy 3541.2.
2. Drivers have a responsibility to act in a professional manner while operating a SBCSS vehicle.
3. The failure of a driver to obey all applicable traffic laws, including state and local parking laws, while driving a SBCSS vehicle may result in suspension or revocation of the driver's SBCSS vehicle operator privilege. If such laws are violated, the driver is responsible for promptly paying all penalties. All traffic citations or parking tickets received while

operating a SBCSS vehicle shall be the personal responsibility of the individual that received them.

Drivers and passengers are prohibited from the following while in a SBCSS vehicle:

1. Using any type of tobacco product.
2. Using a hand-held cell phone when operating a SBCSS vehicle. Cell phone use is restricted to a "hands-free" device except in the case of an emergency. If a call must be made, personnel should use an earpiece or Bluetooth device or pull over to a safe location prior to placing or receiving a call.

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## **Electric Vehicle (EV) Use and Charging**

The following provisions apply to SBCSS electric vehicles:

1. **General Use**
  - a. Electric vehicles shall be operated in the same safe and lawful manner as all SBCSS vehicles.
  - b. Drivers are responsible for monitoring battery levels and ensuring sufficient charge to complete assigned travel.
2. **Charging Requirements**
  - a. Vehicles should be charged as needed to support operational use and, when feasible, returned with a minimum charge level as directed by Facilities Management.
  - b. Drivers are expected to plan for charging needs in advance, particularly for extended trips.
3. **Authorized Charging Methods**
  - a. A ChargePoint card may be issued by Facilities Management for use at compatible public charging stations.
  - b. An organizational credit card may be used for electric vehicle charging during approved travel.
  - c. Employees may use a personal credit card for electric vehicle charging during approved travel and seek reimbursement in accordance with SBCSS procedures.
4. **Reimbursement**
  - a. Employees seeking reimbursement for charging expenses must submit appropriate documentation, including receipts or electronic charging records that clearly identify the date, location, and amount.
  - b. Reimbursement requests shall be processed in accordance with established SBCSS reimbursement policies.
5. **Appropriate Use**
  - a. Electric vehicle charging is limited to official SBCSS business use only.
  - b. Drivers shall utilize cost-effective and reasonably available charging stations whenever possible.
  - c. Any fees resulting from failure to disconnect a vehicle after charging is complete (e.g., idle fees) shall be the responsibility of the driver.
6. **Equipment Care and Reporting**
  - a. Drivers shall properly handle and secure all charging equipment.

b. Any damage, malfunction, or operational concern related to the vehicle or charging equipment shall be reported promptly to Facilities Management.

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## **Optional Assistance Tools**

1. An organizational credit card may be issued when a vehicle is being used for long trips or multiple days. The organizational credit card may be used for fuel (for non-electric vehicles), **electric vehicle charging**, oil, tire repairs, installation of tire chains, emergency replacement of fan belts, windshield wipers, lamps, and other minor emergency repairs.
2. Fuel cards are available through Facilities Management for use with gasoline-powered vehicles and may be issued at the time vehicle keys are obtained, as needed. In the future, there may be a ChargePoint card available for electric vehicle charging; until such time, employees shall follow established procedures for use of organizational or personal credit cards and reimbursement.
3. A FasTrak pass (91 Express Lane) is available for checkout through Facilities Management on a first-come, first-serve basis. If the pass is to be used while traveling in a personal vehicle while on company business, personnel must provide the make, model, and license number of their vehicle when checking out the FasTrak pass.

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