



Cache County School District

Policy Series 6000: Finance & Operations

Policy No. 6355
P1

Fleet Management Procedures

Purpose

The Fleet Management Procedures establish the administrative framework for implementing Board Policy 6355 and governing the Cache County School District Fleet Management Program.

These procedures establish consistent administrative practices for planning, acquiring, assigning, utilizing, maintaining, and replacing district fleet vehicles while ensuring responsible stewardship of public resources.

The Fleet Management Program operates on the following guiding principles:

- 1) **Safety:** The safety of employees, students, and the public shall be the district's highest priority in all fleet management decisions.
- 2) **Operational Need:** Vehicles shall be acquired and assigned only when a documented operational need exists. Assignment decisions shall be based upon objective business requirements rather than historical practice or employee position
- 3) **Equity:** Fleet resources shall be allocated using consistent criteria to ensure equitable access among district departments and schools based upon operational need.
- 4) **Stewardship:** District vehicles represent a significant public investment and shall be managed to maximize value throughout their service life through responsible operation, maintenance, utilization, and replacement.
- 5) **Lifecycle Management:** Fleet assets shall be planned, acquired, maintained, utilized, and replaced using a lifecycle management approach that balances operational need, safety, reliability, total cost of ownership, and long-term financial sustainability.
- 6) **Continuous Improvement:** The district shall periodically evaluate fleet operations, utilization, replacement practices, and service delivery to identify opportunities to improve safety, efficiency, customer service, and stewardship of public resources.

Fleet Responsibilities

The District Fleet Management Program requires collaboration among the district administration, the transportation department, Enterprise Fleet Management, school principals, department directors, supervisors, and authorized vehicle operators. While responsibilities may be shared, operational authority and accountability for the district fleet remain with the fleet administrator.

Fleet Administrator

The deputy superintendent of operations serves as the fleet administrator and is responsible for the overall administration of the Fleet Management Program. Responsibilities include:

- 1) establishing fleet management policy and procedures;
- 2) approving vehicle acquisitions, assignments, transfers, and replacements;
- 3) determining the appropriate size and composition of the district fleet;
- 4) reviewing vehicle utilization and identifying opportunities to improve efficiency;
- 5) establishing replacement priorities based on operational need, lifecycle planning, and available funding;
- 6) coordinating fleet planning and replacement strategies with Enterprise Fleet Management;
- 7) reviewing annual fleet performance and recommending improvements; and
- 8) maintaining official fleet records and reporting.

Transportation Department

The transportation department provides technical fleet support and maintenance services for the assigned district fleet vehicles. Responsibilities include:

- 1) coordinating acquisitions, acceptance, and delivery of vehicles;
- 2) managing licensing, registration, title, fueling, and insurance processes and documentation;
- 3) overseeing preventive maintenance and repair processes and services;
- 4) coordinating manufacturer recalls and warranty repairs;
- 5) coordinating vehicle inspections and condition assessments;
- 6) coordinating fueling processes, including assignment of pins, cards, and monitoring utilization;
- 7) maintaining maintenance and repair records;
- 8) coordinating with Enterprise regarding the needed authorization for maintenance and repair issues;
- 9) providing technical expertise regarding vehicle specifications, maintenance, and replacement recommendations; and
- 10) supporting fleet safety initiatives, vehicle compliance requirements, and driver authorization, including defensive driving instruction.

Enterprise Fleet Management

Enterprise Fleet Management serves as the district's fleet management partner under the Fleet Management Agreement. Enterprise provides professional fleet management services that may include:

- 1) vehicle acquisition and ordering;
- 2) lease administration;
- 3) maintenance management and repair authorization;
- 4) fleet reporting and analytics;
- 5) lifecycle planning and replacement recommendations;

- 6) vehicle sales for client-owned vehicle;
- 7) vehicle replacement assistance at the conclusion of the lease cycle; or
- 8) consultation regarding fleet optimization and total cost of ownership.

While Enterprise provides recommendations and administrative support, decisions regarding fleet size, vehicle assignments, replacement priorities, operational need, vehicle specifications, and District policy remain the responsibility of the district.

School Principals, Department Directors, and Supervisors

School principals, department directors, and supervisors are responsible for ensuring that fleet resources assigned to their locations are used efficiently and in accordance with district policy and administrative procedures.

Responsibilities include:

- 1) consulting on operational vehicle needs within their location;
- 2) ensuring that preventative maintenance, recalls, or warranty repairs are completed as prescribed;
- 3) ensuring that fuel cards and pins are used appropriately;
- 4) monitoring vehicle utilization and identifying underutilized fleet assets;
- 5) ensuring employees promptly report accidents, damage, maintenance concerns, and unsafe operating conditions;
- 6) supporting compliance with driver qualification and safety requirements; and
- 7) recommending reassignment or return of vehicles when operational needs change.

Authorized Vehicle Operators

Employees authorized to operate district vehicles are responsible for following all district policies and administrative procedures in the care and operation of district fleet assets.

Responsibilities include:

- 1) operating district vehicles in a safe, courteous, and lawful manner;
- 2) complying with applicable traffic law;
- 3) completing the State of Utah defensive driving course before operating a vehicle;
- 4) conducting a reasonable visual inspection of the vehicle before operation;
- 5) promptly reporting accidents, damage, mechanical concerns, or unsafe conditions;
- 6) reporting mileage accurately at refueling and when requested;
- 7) protecting district property, including vehicle keys, fuel cards, and assigned equipment; and
- 8) Using district vehicles for authorized district purposes only.

Fleet Planning

The district shall maintain a strategic approach to fleet planning that ensures fleet resources remain aligned with the district's operational needs while supporting responsible stewardship of public funds.

Fleet planning shall be an ongoing process that considers operational requirements, vehicle utilization, lifecycle costs, safety, available funding, and long-term replacement needs. The objective of fleet planning is to maintain a fleet that is appropriately sized, properly equipped, financially sustainable, and capable of supporting the district's educational mission.

Fleet planning decisions shall be based upon documented operational need rather than historical assignments, employee preferences, or past purchasing practices.

Fleet Planning Criteria

When evaluating fleet needs, the district shall consider factors including:

- 1) educational and operational requirements;
- 2) vehicle utilization;
- 3) emergency response responsibilities;
- 4) equipment and material transportation requirements;
- 5) seasonal operational demands;
- 6) vehicle condition and reliability;
- 7) maintenance history and operating costs;
- 8) fleet standardization;
- 9) total cost of ownership; and
- 10) budget availability.

No single factor shall determine whether a vehicle is acquired, retained, reassigned, or replaced. Fleet decisions shall be based on the district's overall operational needs.

Vehicle Requests

Departments or schools that identify a need for a vehicle or the replacement of an existing vehicle shall submit a request to the Fleet Administrator for consideration as part of the district's fleet planning process.

Vehicle requests shall be initiated through the appropriate department director or administrator and submitted sufficiently in advance to allow evaluation during the district's annual budgeting and fleet planning process. This typically shall be done between January 1st and February 15th of each fiscal year. Requests resulting from unforeseen operational needs may be submitted at any time and will be evaluated based on operational necessity and available resources.

Requests should include sufficient information to enable the district to evaluate the request. At a minimum, requests should address:

- 1) the operational purpose of the vehicle;
- 2) the department or school requesting the vehicle;
- 3) the type of vehicle needed;
- 4) the position(s) expected to operate the vehicle;
- 5) estimated annual mileage and frequency of use;
- 6) equipment, tools, materials, or passengers to be transported;
- 7) emergency response or after-hours responsibilities, if applicable;
- 8) why existing fleet resources or pool vehicles are insufficient; and
- 9) operational efficiencies or cost savings that are anticipated.

The fleet administrator may approve, deny, defer, or recommend alternative solutions, including reassignment of existing fleet resources, use of pool vehicles, or modification of the requested vehicle type.

Vehicle Acquisition

Vehicle acquisitions shall be initiated by the Fleet Administrator following approval through the district's budgeting and capital planning process.

Enterprise Fleet Management serves as the district's fleet acquisition and lifecycle management partner. Enterprise may provide recommendations on vehicle specifications, replacement timing, maintenance trends, lifecycle costs, and fleet optimization, based on industry best practices and data analysis. Final decisions regarding vehicle selection, acquisition, replacement priorities, and fleet composition remain the responsibility of Cache County School District. Recommendations provided by Enterprise shall be considered as part of the district's overall decision-making process, but shall not replace the district's independent evaluation of operational needs.

Vehicle Acceptance

Upon delivery of a new vehicle, the district shall verify that the vehicle conforms to approved specifications before placing it into service.

Vehicle acceptance should include verification of:

- 1) vehicle specifications;
- 2) required safety equipment;
- 3) registration and licensing, and insurance documentation;
- 4) fuel card assignment;
- 5) required documentation; and
- 6) vehicle condition.

Any deficiencies identified during vehicle acceptance should be corrected before the vehicle is officially accepted from Enterprise and assigned for district use.

Vehicle Assignment

The district is committed to maximizing the effective use of fleet assets while minimizing unnecessary fleet growth and operating costs. Vehicle assignments shall not be considered employee benefits or compensation but shall be based solely upon operational need and the effective delivery of district services.

Vehicle assignments shall be made using the “assignment type” necessary to accomplish the operational needs of the district. Whenever practical, the district shall utilize the following hierarchy when assigning fleet resources:

- 1) shared pool vehicle;
- 2) department assigned vehicle; and
- 3) individually assigned vehicle.

Shared Pool Vehicles

Shared pool vehicles are intended to provide transportation for employees whose vehicle needs are occasional, intermittent, or project-specific. Pool vehicles should be used whenever practical in lieu of assigning vehicles to individual employees. Departments utilizing pool vehicles shall be responsible for scheduling vehicles in accordance with district procedures and returning vehicles in a clean and serviceable condition.

Department Vehicles

Department vehicles are assigned to support the operational functions of a specific department rather than an individual employee. Department vehicles may be assigned when:

- 1) multiple employees regularly require access to the same vehicle;
- 2) specialized equipment is permanently installed; or
- 3) the vehicle supports a defined operational function.

Individually Assigned Vehicles

An individually assigned vehicle may be authorized only when the district's operational needs cannot reasonably be met with a shared pool vehicle or a department-assigned vehicle.

Factors that may justify an individually assigned vehicle include:

- 1) frequent travel between multiple district facilities;
- 2) daily transportation of equipment or materials;
- 3) emergency response responsibilities;
- 4) regular after-hours call-outs;
- 5) specialized equipment is permanently installed within the vehicle; or
- 6) daily operational demands make shared vehicle use impractical.

The assignment of a vehicle to an employee shall not create an expectation of continued assignment. Vehicle assignments remain district assets and may be modified or revoked whenever operational needs change.

Vehicle Assignment Change Requests

Requests for new vehicle assignments shall be submitted through the appropriate department director or supervisor and approved by the fleet administrator.

Requests should include sufficient documentation to evaluate the operational need, including:

- 1) description of job responsibilities;
- 2) primary work locations;
- 3) estimated annual mileage;
- 4) frequency of vehicle use;
- 5) equipment or materials transported;
- 6) emergency response responsibilities; and
- 7) operational efficiencies expected from the assignment.

Historical assignment, employee preference, or convenience alone shall not constitute sufficient justification for a vehicle assignment.

Assignment Review

Vehicle assignments shall be reviewed periodically to ensure they continue to support district operations. Vehicle assignments may be modified, reassigned, converted to pool vehicles, or discontinued when operational needs change.

Temporary Assignments

The district may authorize temporary vehicle assignments to support seasonal work, construction projects, emergency operations, or other temporary operational needs. Temporary assignments shall be reviewed upon completion of the project or upon operational need and shall not establish a precedent for a permanent assignment.

Vehicle Utilization

Vehicle utilization shall be considered as one factor in determining whether vehicles should be retained, reassigned, replaced, or removed from the fleet.

Driver Qualifications and Authorization

The district shall authorize only qualified employees to operate district fleet vehicles.

Driver Qualifications

Employees operating district vehicles shall:

- 1) possess a valid driver's license appropriate for the class of vehicle being operated;

- 2) maintain an acceptable driving record consistent with district standards;
- 3) successfully complete the State of Utah Defensive Driving Course or other district-approved driver training before operating a district vehicle;
- 4) successfully complete any additional training required for specialized vehicles or equipment; and
- 5) comply with all applicable federal, state, and local traffic laws.

Employees shall immediately notify their supervisor if their driver's license is suspended, revoked, restricted, expires, or if any medical condition or legal circumstance may affect their ability to safely operate a district vehicle. The district may check a driver's motor vehicle record at any time or in case of an accident.

Non-employees of the Cache County School District shall not operate district vehicles.

Driver Authorization

Department directors and supervisors are responsible for ensuring that all employees assigned District vehicles or authorized to operate District fleet vehicles meet district qualification requirements.

Safe Vehicle Operation

Employees operating district vehicles shall exercise reasonable care and judgment.

Drivers shall:

- 1) wear seat belts as required by law;
- 2) require all passengers to use available occupant restraints;
- 3) operate vehicles safely and courteously;
- 4) avoid distracted driving and comply with applicable laws regarding the use of mobile devices;
- 5) never operate a district vehicle while impaired by alcohol, illegal drugs, or medications that impair safe vehicle operation;
- 6) secure district equipment and materials being transported; and
- 7) operate vehicles only within their intended design and capacity.

Vehicle operators shall recognize that changing weather and road conditions, as well as vehicle loading, may require additional caution beyond the minimum requirements established by law.

Authorized District Business

District vehicles shall be used only for authorized district business. Vehicles may not be taken home overnight without the supervisor's approval, and in the following cases:

- 1) when the driver cannot reasonably pick up a pooled or assigned vehicle for early morning travel, or cannot reasonably return a vehicle at night; or
- 2) when the operator has emergency response responsibilities.

Vehicle Care, Preventive and Routine Maintenance

Fleet maintenance is a shared responsibility. Working in concert with Enterprise Fleet Management, the transportation department shall notify individuals responsible for district vehicles of preventive maintenance needs, emission inspections, recalls, or warranty repairs. The employee listed as responsible for a pooled, department, or individually assigned vehicle is responsible for:

- 1) keeping the vehicle clean and orderly;
- 2) fueling the vehicle, checking, and maintaining fluid levels;
- 3) monitoring and responding to dashboard warning indicators;
- 4) protecting vehicle keys, fuel cards, and assigned equipment;
- 5) completing preventive maintenance, such as scheduled oil/filter/fluid changes or tire rotations;
- 6) coordinating warranty and recall work; and
- 7) coordinating repairs in the case of damage or an accident.

All preventive maintenance, emissions testing, and warranty and recall work must be performed at an approved dealership or vendor. A list of approved dealerships and vendors is available on the transportation section of the CCSD website.

While at one of these locations, if further maintenance is recommended, such as brakes, oil changes, suspension needs, or alignments, please coordinate those recommendations with the transportation department. Contact information is available on the transportation section of the CCSD website.

Vehicle Modifications

District vehicles shall remain configured in accordance with district-approved specifications.

No employee shall modify a district vehicle without prior approval from the transportation department (Contact information is available on the transportation section of the CCSD website).

Unauthorized modifications may include:

- 1) auxiliary lighting;
- 2) radios or communication equipment;
- 3) trailer hitches;
- 4) toolboxes;
- 5) lift kits or suspension modifications;
- 6) window tinting;
- 7) permanent or difficult to remove graphics or decals;
- 8) electronic equipment; or
- 9) other aftermarket accessories.

Approved modifications shall be compatible with manufacturer recommendations, lease requirements, and warranty provisions.

Vehicle Cleanliness

District vehicles represent the Cache County School District while conducting official business and should be maintained in a clean, safe, and professional condition. Vehicle operators shall maintain the interior of assigned vehicles and promptly remove trash, debris, and unnecessary personal items.

Exterior cleaning should be completed as necessary to:

- 1) improve visibility;
- 2) protect painted surfaces;
- 3) remove road salt and other corrosive materials; and
- 4) present a professional appearance while conducting District business.

The district maintains a contract with a local car wash vendor (see the transportation section of the CCSD website). These services provide the means to keep both the exterior and interior of a car clean and orderly. The system uses the vehicle's license plate for access, and car wash charges will be billed to the department or school responsible for the vehicle.

Fuel Management

Fuel purchased using district-issued fuel cards shall be limited to authorized vehicles. Operators should fuel district vehicles with regular unleaded fuel, not premium fuel. Vehicle operators are responsible for:

- 1) safeguarding assigned fuel cards and PIN numbers;
- 2) promptly report lost or stolen fuel cards;
- 3) recording required and accurate odometer information during fuel purchases when required; and
- 4) preventing unauthorized fuel purchases.

Misuse of district fuel cards may result in disciplinary action and revocation of driving privileges.

Accidents, Damage & Claims Administration

The district is committed to protecting the safety of employees and the public while safeguarding district assets. All accidents, vehicle damage, theft, vandalism, or other incidents involving district fleet vehicles shall be reported promptly to the transportation department by the operator or person responsible for the vehicle. The primary objective following any incident is to protect people, preserve property, and ensure timely reporting and repair of district vehicles.

Operator Responsibilities

Employees operating district vehicles are responsible for exercising reasonable care and immediately reporting any accident, vehicle damage, theft, vandalism, or other incident involving a district vehicle.

Following an incident, employees shall:

- 1) take reasonable measures to protect the safety of all persons involved;
- 2) contact emergency responders or law enforcement;
- 3) complete all required transportation department accident and incident reports within the established reporting timeframe. Accident or incident reporting procedures are available in each vehicle or on the transportation section of the CCSD website;
- 4) notify their supervisor as soon as practical;
- 5) notify the transportation department, or have their supervisor do so;
- 6) cooperate with law enforcement, insurance representatives, and district personnel during the investigation of the incident; and
- 7) employees shall not admit fault, negotiate settlements, or authorize repairs following an accident unless specifically authorized by the district.

Supervisor Responsibilities

Supervisors shall ensure that accidents and vehicle damage involving district vehicles are reported promptly to the transportation department and that repairs are coordinated by working through the transportation department.

Transportation Department Responsibilities

The transportation department is responsible for approving the repair and return to service of damaged fleet vehicles.

Risk Management and Insurance

The district shall administer insurance claims in accordance with applicable insurance policies and district procedures. Risk management shall coordinate with transportation, insurance carriers, and other parties as necessary to facilitate claim resolution and protect the district's interests.

Enterprise Fleet Management

Enterprise Fleet Management shall provide claim support, maintenance coordination, and other services consistent with the Fleet Management Agreement. The district shall notify Enterprise of incidents requiring maintenance authorization, claim administration, or vehicle replacement as required by the fleet management agreement. Nothing in these procedures shall limit the district's responsibility to report incidents or to comply with applicable lease obligations.

Vehicle Repairs Following Damage

Repairs resulting from accidents or other vehicle damage shall be completed through repair facilities approved by the district or authorized through Enterprise Fleet Management when applicable. Repairs shall restore vehicles to a safe operating condition and preserve manufacturer warranties, lease requirements, and vehicle value whenever practical. Employees shall not independently authorize repairs except when emergency repairs are necessary to protect life, safety, or prevent additional damage.

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