



Cache County School District

Policy Series 6000: Finance & Operations

Policy No. 6355

Fleet Management Policy

Purpose

The Cache County School District maintains a fleet of district-owned and leased vehicles to support the district's educational mission by providing safe, reliable, and cost-effective transportation resources for employees conducting authorized district business.

The district recognizes that an effective fleet management program requires consistent governance, objective decision-making, and long-range planning to ensure that vehicles are available to support district operations and to maximize the value of public resources.

The purpose of this policy is to establish a framework for the acquisition, assignment, operation, maintenance, utilization, replacement, and management of district fleet vehicles

Scope

This policy applies to all district-owned or leased motor vehicles used to support district operations, excluding student transportation buses, which are governed by transportation department policies.

District fleet vehicles include, but are not limited to: Passenger sedans, sport utility vehicles (SUVs), pickup trucks, cargo vans, passenger vans, maintenance vehicles, grounds vehicles licensed for roadway use, snow removal vehicles.

Authority

The superintendent delegates responsibility for administering the District Fleet Management Program to the deputy superintendent of operations, who will act as the fleet administrator.

The fleet administrator shall establish administrative procedures necessary to implement this policy and may assign operational responsibilities to other district departments as appropriate.

The district contracts with Enterprise Fleet Management for vehicle acquisition, lifecycle planning, reporting, and related fleet management services. Operational control of the district fleet, including vehicle assignments, utilization, replacement priorities, and fleet planning, shall remain the district's responsibility.

Approved by the Board of Education: September 17, 2026