



Regulation Brief & Purpose

This Physical Plant District Vehicle regulation describes guidelines for use of district vehicles by Physical Plant supervisors, after regular business hours and weekends/holidays. A "District Vehicle" is any type of vehicle GISD/PPD (Gadsden Independent School District/Physical Plant Department) assigns to employees to support their transportation needs related to their job duties. District Vehicles belong to GISD and this regulation lists guidelines and requirements that will ensure employees use them properly.

Scope

This regulation refers to all PPD Supervisors who are eligible to drive a district vehicle, require a district vehicle in order to conduct their daily job duties, and are responsible for responding to after-hours, weekend and holiday emergencies. This regulation will allow for PPD supervisors to take their assigned district vehicle home on a daily basis so it is available to them for responding to calls related to GISD emergencies affecting Physical Plant operations.

Regulation Elements

PPD Supervisors who may drive their assigned District vehicle home each day must meet the following criteria:

1. PPD Supervisors that require their assigned vehicle in order to perform their job duties or meet with first responders/contractors outside their regularly scheduled hours. The district vehicle will be equipped with such tools and equipment in order to respond to emergency repairs/situations.
2. PPD Supervisors will ensure that the District Vehicle is used only for District business and never personal business.
3. PPD Supervisors will not transport anyone that is not employed by the District in their assigned District Vehicle.
4. PPD Supervisors will ensure that their assigned District vehicle is equipped with signage that identifies the vehicle as a "24-hour On-Call Vehicle" in addition to the District name and logo.

The District retains the right to revoke or assign district vehicles at the District's discretion.

Prerequisites to Drive a District Vehicle

PPD Supervisors are only allowed to drive a District vehicle if they:

1. Have a valid driver's license.
2. Have a clean driving record. Clean driving record is interpreted as not held at fault for a vehicle accident, or arrested on charges of violating vehicle and traffic

laws (e.g. driving under the influence of drugs or alcohol).

Employees will need to complete a form and submit a copy of their driver's license to be eligible to operate a district vehicle. Driving records will be checked by the District's Transportation Office on an annual basis.

Fringe Benefit Income Taxes

PPD Supervisors will only be allowed to take home vehicles that qualify as a non-personal vehicle exemption as per IRS regulations. Vehicles that do not qualify as a non-personal vehicle exemption may be considered a fringe benefit to the employee. This benefit is subject to employment taxes and must be reported on Form W-2, Wage and Tax Statement.

Vehicles that qualify as a non-personal vehicle must meet the following criteria:

A pickup truck with a loaded gross vehicle weight of 14,000 pounds or less is a qualified non-personal use vehicle, if it has been specially modified so it is not likely to be used more than minimally for personal purposes. For example, a pickup truck qualifies if it is clearly marked with permanently affixed decals, special painting, or other advertising associated with your trade, business, or function and meets either of the following requirements. It is equipped with at least one of the following items.

- A hydraulic lift gate.
- Permanent tanks or drums.
- Permanent sideboards or panels that materially raise the level of the sides of the truck bed.
- Other heavy equipment (such as an electric generator, welder, boom, or crane used to tow automobiles and other vehicles).
- It is used primarily to transport a particular type of load (other than over the public highways) in construction, manufacturing, processing, farming, mining, drilling, timbering, or other similar operation for which it was specially designed or significantly modified.

Driver Obligations

PPD Supervisors will comply with the following

1. Drive safe and sober.
2. Ensure that district vehicles are never utilized for personal business.
3. Ensure that only District staff are passengers in district vehicles.
4. Respect traffic laws and fellow drivers.
5. If applicable, wear glasses or contacts when driving.
6. Document any driving-related expenses, such as roadside assistance or fuel expenses.
7. Inspect assigned vehicle regularly to ensure fuel, tire pressure and all car fluids are at appropriate levels.
8. Report any damages or problems with assigned vehicle to the PPD Auto Shop Supervisor as soon as possible.

9. Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines.
10. Must not smoke inside a District vehicle.
11. Must not lease, sell or lend out a District vehicle.
12. Must not violate distracted driving laws by using a cell phone or texting while driving.
13. Must not use a District vehicle to teach someone how to drive.
14. Must not leave the District vehicle unattended, parked in a dangerous area or leave it unlocked.
15. Must not allow unauthorized people to operate or ride in a District vehicle.
16. Responsible for bringing in their district vehicles for any maintenance scheduled by the Physical Plant Auto Shop.

Accidents

If employees are involved in an accident with a district vehicle, they should complete a vehicle accident report and submit it to the District Office of Transportation immediately, to begin the insurance claim. Employees should not accept responsibility or guarantee payment to another party in an accident without company authorization.

District Obligations

We want to ensure that all our employees are safe at work and preserve the district's legality. The District will:

1. Make sure vehicles are safe to drive before assigning them to PPD Staff.
2. Schedule periodical maintenance to ensure Vehicles remain in good condition.
3. Provide a proof of vehicle insurance to all employees who are assigned district vehicles to be placed inside the vehicle.

The District is not responsible for:

1. Paying fines employees accumulate while driving district vehicles that they are responsible for (e.g. for driving too fast.)
2. Bailing out employees arrested while driving district vehicles.

Disciplinary Consequences

PPD Supervisors will face disciplinary consequences including but not limited to termination and/or legal action should they not meet the requirements set forth in this regulation.