

COUNTY AND DIVISION-OWNED VEHICLES FOR DIVISION BUSINESS

The primary intent of providing vehicles for use by Division employees is to assist them in carrying out their official responsibilities during normal work hours. While on occasion a County/Division vehicle may be needed for work required at other than normal work hours such times shall be limited and shall require the advanced approval of the Superintendent or designee. Abuses of this policy will be considered serious violations and will be dealt with through the normal disciplinary procedures.

School staff that drive students in County- or Division-owned or –leased vehicles must have an acceptable Virginia driving record.

Adopted: July 1, 1993
Amended: September 12, 2019
Reviewed: January 26, 2006; December 11, 2014

PROCEDURES FOR COMPLIANCE: COUNTY/DIVISION VEHICLE USAGE

- I. County-owned and Division-owned vehicles are to be furnished for use only on official Division business. While using a County/Division vehicle for official business, employees may stop for meals as they would under normal working conditions. They may not, however, use the County/Division vehicle for such personal business as dropping children at childcare, grocery shopping, payment of personal bills, etc.
- II. Personnel who are required to perform official business (including meetings) after regular working hours will be reimbursed for any approved use of their personal vehicle for such after-hours work in accordance with rates as set forth by the annual appropriation ordinance. In special circumstances approved by the Superintendent or his designee, County/Division vehicles may be used for official business performed after regular working hours.
- III. Temporary Assignment: County/Division vehicles may be parked at an employee's residence or other prearranged location on occasions when the principal/department head determines that the employee needs it for official business after normal working hours, when the employee is subject to emergency calls after normal working hours, or when the principal/department head determines for some other reason that it would be in the best interest of the Division.
- IV. Permanent Assignment:
 - A. An employee who is permanently subject to emergency after-hours calls (for example, Director of Transportation, Director of Building Services) may, with the approval of the principal/department head or designee and Superintendent, be assigned a county vehicle that can be regularly parked at his residence or other designated spot.
 - B. A principal/department head or designee, with the approval of the Superintendent, may determine that it is in the best interest of the Division for an employee to park a vehicle at a residence or other designated spot.
- V. County/Division vehicles are to be operated with due regard to safety, traffic laws, courtesy, common sense, and proper maintenance and in a manner that reflects proper conduct for a Division employee.
- VI. To help ensure the safety of students, principals must require staff to fill out the "DMV Authorization Form" authorizing the Director of Transportation to check their DMV record. The staff member will then be added to the DMV database and the Director of Transportation will be notified of all future convictions.
- VII. School staff may drive students in vehicles that are owned or leased by the County or Division. It is strongly recommended that only County/Division-owned or -leased

vehicles be used to transport students. If an employee transports students in the employee's personal vehicle, the employee's insurance is the primary carrier if the employee is involved in an accident and the Division's insurance is secondary.

Only 10-passenger or smaller vehicles may be used to transport students if a school bus is not being used for transportation.

Amended: July 1, 1993

Amended: January 26, 2006; September 12, 2019
