COUNTY- AND DIVISION-OWNED VEHICLES FOR DIVISION BUSINESS

County Vehicle Usage

The primary intent of providing vehicles for use by <u>Division</u> employees is to assist them in carrying out their official responsibilities during normal work hours. While on occasion a <u>Ceounty/Division</u> 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 Ceounty- or Division—owned or —leased vehicles must have an acceptable Virginia driving record.

Adopted: July 1, 1993

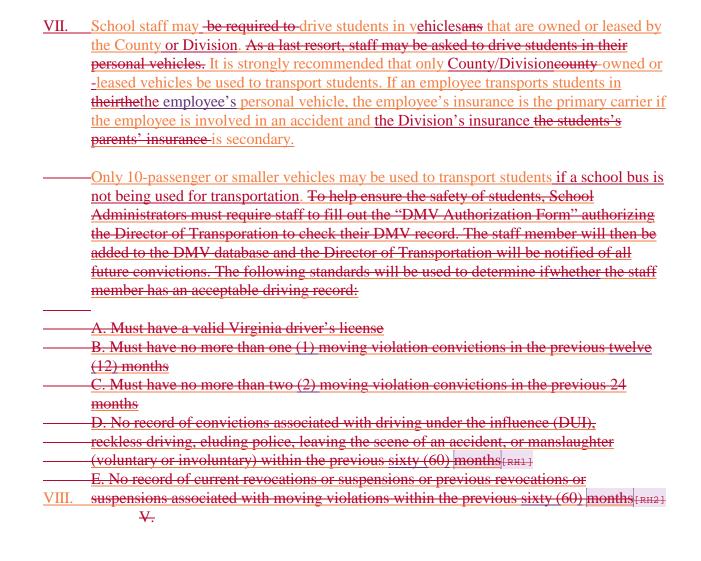
Reviewed: January 26, 2006; December 11, 2014

PROCEDURES FOR COMPLIANCE: COUNTY/DIVISION VEHICLE USAGE

- I. County-owned and Division-owned vehicles are to be furnished for use only on official Division county business. While using a County/Division county vehicle for official business, employees may stop for meals as they would under normal working conditions. They may not, however, use the county County/Division vehicle for such personal business as dropping children at child carechildcare, grocery shopping, payment of personal bills, etc.
- II. Personnel who are required to perform <u>official</u> 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, <u>Ceounty/Division</u> vehicles may be used for <u>official county</u> business performed after regular working hours.
- III. Temporary Assignment: County/<u>Division</u> vehicles may be parked at an employee's residence or other prearranged location on occasions when the <u>principal/</u>department head determines that the employee needs it for <u>official county</u> business after normal working hours, when the employee is subject to emergency calls after normal working hours, or when the <u>principal/</u>department head determines for some other reason that it would be in the best interest of the <u>Divisioncounty</u>.

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 <u>pPrincipal/department</u> head or designee, with the approval of the Superintendent, may determine that it is in the best interest of the <u>Divisioneounty</u> <u>forfor</u> an employee <u>in his department to be allowed</u> to <u>regularly</u> park <u>ahis</u> vehicle at ahis residence or other designated spot.
- V. County/<u>Division</u> 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 <u>Division county</u> 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.



Amended: July 1, 1993 Amended: January 26, 2006