

Fresno Unified Administrative Regulation (AR) 3512.11

Vehicle Use

Business and Noninstructional Operations

The Vehicle Use requirements detailed in this document apply to all employees who drive for Fresno Unified School District utilizing a district owned vehicle, leased or rental vehicle, and to employees who operate their personal vehicle on Fresno Unified business. Fresno Unified has a strong commitment to providing a safe work environment; the steps detailed in this document will promote safety for all employees, students, and the general public.

Fresno Unified employees may use a district owned vehicle. School District vehicles, other than school buses and vehicles used exclusively for conveying students to and from school programs, may only be used for valid district business directly related to the operation and purposes of the School District, including but not limited to:

- Bus emergencies
- Building emergencies
- Transportation related issues
- Meeting and Conferences on matters of interest and importance to the School District
- Travel between School District buildings/sites
- Other School district related purposes as determined by the Superintendent or designee on a limited term basis

Departments/school sites are responsible for deploying and managing the vehicles and equipment assigned to them on a daily basis. Each department is responsible for reviewing and understanding the district's policies regarding district vehicles and employee use outlined in this document. Employees driving District vehicles should not receive a stipend for their personal vehicle use.

A district owned vehicle may not be driven between an employee's home and work unless the scope of such employee's employment specifically includes the necessity for such use and the employee receives prior approval, and the distance is no greater than 20 miles from district site.

Vehicle Use Requirements

In order to operate a district owned vehicle, employees are required to possess a valid California Driver's License, a district issued Employee ID card, be at least 21 years of age, and have approval to drive the vehicle.

Driver Responsibilities

Anyone found using a district vehicle for another purpose than district business shall have their operating privileges suspended and/or revoked. Employees are prohibited from carrying non-authorized persons in the vehicle. Employees shall not use the district vehicle to push stalled vehicles or use the vehicle for other activities which may cause physical damage to the vehicle. Keys should never be left in unattended vehicles. Personal or district issued equipment (such as cell phones, laptops, tablets, brief/carrying cases) should not be left in plain view when the car is unattended. Smoking/Vaping in a district vehicle is prohibited.

The driver is responsible for the proper care of the district vehicle and to keep the interior and exterior of the vehicle clean at all times. Any/all faulty mechanical uses should be reported to the

Manager/Supervisor/Designee as soon as possible. The employee is responsible for checking the following items prior to leaving the parking lot:

1. Tires
2. Lights
3. Windshield Wipers
4. Seat Belts
5. Brakes
6. Exterior of vehicle for any existing damage (should be noted on the check-out form)

If any of said objects are faulty, do not drive the district vehicle and report to the department that owns the vehicle. If an item is found to be faulty once the vehicle is off district property, the employee should contact their Manager/Supervisor/Designee for assistance.

All employees using a district owned vehicle must always obey traffic laws. As a representative of Fresno Unified School District employees are expected to display courteous behavior to other drivers and pedestrians.

Tickets, Citations, Tolls, and Parking

The employee shall pay any fines or penalties levied for violations for which the employee is directly responsible while parking a vehicle on city streets or when receiving a moving violation while driving the vehicle. Should a citation or moving violation be issued, the employee that signed out the vehicle is responsible for the ticket. The employee must notify their immediate Manager/Supervisor/Designee of the citation and make adequate arrangements to pay for the citation. It is the employee's responsibility to pay road/bridge tolls when performing out of town travel, this also applies to staff driving rental cars on official district business.

Use of Valet Parking

Use of valet parking, even when offered as a free service, is not permitted; this includes hospitals or other facilities/buildings that may offer valet service. This is not related to reimbursement approval, but instead is a liability concern.

Checking out a Vehicle

Managers/Supervisors/Designees are responsible for ensuring that employees under their supervision who have assigned vehicles, also have the necessary documentation with them. To check out a vehicle, an employee must have the following items each time a vehicle is requested:

1. Valid California Driver's License
2. Employee ID
3. Complete annual online Vehicle Use Approval Form

Prior to checking the vehicle out, the below information should be notated on the Department's tracking sheet:

1. License Plate Number
2. Contact phone number
3. Destination and/or purpose of use
4. Checkout date/time/mileage
5. Vehicle condition (note any existing damage)

District vehicles are not allowed to be taken home for any reason without prior authorization.

Service and Maintenance

District vehicles need to be serviced as recommended by manufacturer. The department that is assigned the district vehicle is responsible for tracking the mileage for the vehicle in order to ensure that it is maintained in a timely manner. The Department can contact the maintenance department for directions on how to proceed with service of vehicle.

Carpool Considerations

When a group of individuals from the same work area attend the same meeting, whether locally or out of town, a district vehicle should be used, and the individuals should carpool whenever possible. When an employee opts to use their personal vehicle in lieu of riding in a district vehicle that has an open seat for them, the employee is not eligible for mileage reimbursement for that trip.

Employee Responsibilities before Returning the District Vehicle

Employees are expected to do the following in consideration of the next person using the vehicle:

1. Ensure the vehicle is clean of litter (this includes cup holders and any storage areas)
2. Close all windows and lock doors

Returning Vehicles

Vehicle keys should be returned to the department/issuer as soon as possible. In the event that a vehicle is not returned by the time specified on the authorization form, the department/issuer will contact the employee to determine the reason for the delay and verify that the employee is safe.

What to Do in Case of Vehicle Collision

In an attempt to minimize the further risk to both the employee and the vehicle, the driver must obtain all pertinent information and report accurately.

- First, attend to life and safety issues
- Call law enforcement. All collisions, regardless of fault or severity, must be reported to law enforcement
- Do not move the vehicles unless they are blocking the roadway or endangering traffic or pedestrians before law enforcement /emergency personnel arrive
- Once it is safe to do so, call your manager or supervisor
- Do not discuss the collision with anyone at the scene except law enforcement; do not accept any responsibility for the collision
- Do not argue with anyone or agree to any form of payment
- Gather pertinent information from all parties and supply them with your name, facility address, and insurance information
- Complete all forms in the Vehicle Collision Packet located in the glove box of each district owned vehicle. Provide a copy of the collision report, including your written description of the collision to your manager or supervisor within 24 hours of accident

Fuel Cards

Fuel cards are issued for all district vehicles and should be used for district vehicles /business only. Fuel cards can only be used for district issued vehicles and will not be accepted for personal vehicles or rental cars. The fuel card can only be used at the Brawley facility. The fuel card holders are responsible for the following:

1. Keep the fuel card secure within their purse or wallet. Do not give the card to others, not even for temporary use. Immediately report a lost or stolen card to the Transportation office
2. When, for any reason, an employee feels the security of the fuel card has been compromised during

the trip, request cancellation of the card. Advise your department head and Transportation to issue a replacement card

General Driver Safety Rules:

1. Employees shall comply with the California vehicle code, all federal laws and regulations as well as all Fresno Unified policies and procedures
2. No employee is allowed to drive alone with only one student in a vehicle
3. Employees shall use defensive driving techniques at all times
4. All drivers and passengers must correctly wear their seat belts, even if air bags are available
5. No driver shall operate a vehicle when their ability to do so safely has been impaired by illness, fatigue, stress, injury, alcohol, drugs, or prescription and non-prescription medication
6. Driver must always remain focused on the task of driving. Distracted driving is any activity that diverts attention from driving, including talking or texting on your mobile device, checking email, eating, drinking, and entertainment or navigation systems
7. Fresno Unified prohibits the use of mobile communication devices (i.e., smart phones, tablet, laptop computers) while driving if you are in any way doing activities related to your employment
8. District vehicles are equipped with Global Positioning System (GPS) technology to track the vehicle's location at all times.

Regulation FRESNO UNIFIED SCHOOL DISTRICT
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