

# School District of Philadelphia

## Policy and Procedures

<b>Subject:</b>	Property
<b>Classification:</b>	Donation of Motor Vehicles
<b>Date Issued:</b>	May, 1996
<b>Policy Number:</b>	806.1
<b>Issued by:</b>	Office for Deputy Superintendent
<b>Supersedes:</b>	New
<b>Review Before:</b>	As needed

### I. PROCEDURE FOR THE ACCEPTANCE OF A GIFT OR DONATION OF A MOTOR VEHICLE

- A. An individual or organization that has proposed to donate a motor vehicle to an approved automotive training program must be referred to the principal of school with an approved automotive training program. The Office of Education for Employment shall supply the names of schools with an approved automotive training program.
- B. The principal of the school that has been offered a donated motor vehicle shall determine if the motor vehicle is suitable for an appropriate educational activity
- C. If the principal decides to accept the motor vehicle, the following procedures shall be followed:
  - I. Contact the Pennsylvania State Police Office and the Philadelphia Police Department. Give them the Motor Vehicle Identification Number and ask them to determine if the motor vehicle has been stolen or subject to impoundment.
  - II. The donor shall agree to deliver the motor vehicle to the school site at no cost to the school or School District.
  - III. The principal or designee and the owner of the vehicle shall sign the appropriate sections of the original title. The principal or designee shall have the title notarized and forward it along with completed tax form MV-4ST (Vehicle Sale and Use Tax Form) to the Department of Transportation in Harrisburg. The new title shall name the School District of Philadelphia as the owner of the vehicle.

- IV. After the transfer of title has been notarized, a photo-copy of the title shall be forwarded to the Office of Education for Employment.
  - V. The accepting school shall request the Pennsylvania Department of Transportation to mail the new title to the Office of Education for Employment.
  - VI. The Office of Education for Employment shall send the school a photocopy of the new title.
- D. After the motor vehicle is accepted, the school shall send a letter of appreciation to the donor. The letter shall include a description of the motor vehicle (type, make, and year). The letter shall be signed by the principal. A copy of the letter shall be sent to the Office of Education for Employment.