

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: PROPERTY
TITLE: Use of School District Vehicles
ADOPTED: November 10, 1986
REVISED:

711 USE OF SCHOOL DISTRICT VEHICLES

Purpose

The School District of Philadelphia shall provide vehicles to certain employees for the purpose of performing job related duties in an efficient and economical manner.

Guidelines

Only those personnel designated by the Superintendent shall be permitted use of School District vehicles.

Such vehicles are to be used only for the performance of job related duties and responsibilities and for no other reason except for personal use as commuting to employment site.

The official designated by the Superintendent as being in charge of the program shall:

1. Maintain an inventory of vehicles allocated to personnel designated by the Superintendent.
2. Provide full instruction to employees so designated regarding use of vehicles, methods of obtaining fuel and service, and personal responsibilities in such matters as parking violations.
3. Prepare, distribute and maintain Administrative Bulletins essential to the program.
4. Evaluate effectiveness of the program and prepare necessary reports for the Superintendent.

All employees authorized to use the vehicles shall be responsible for:

1. Obeying all laws and regulations governing vehicle operations.

2. Protecting the vehicle.
3. Reporting all violations of the Motor Vehicle Code, including parking violations and assuming financial responsibility for these violations.
4. Reporting all accidents or damage to the vehicles including submitting a written report to the official designated by the Superintendent.

Delegation of Responsibility

The Superintendent of Schools shall designate those positions requiring allotment of vehicles.

The Superintendent shall designate an official to administer the program subject to the following guidelines which shall be made known to all appropriate officers and personnel.

Legal References:

1. Board of Education Resolution May 30, 1985