

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: Property

TITLE: District Vehicles

ADOPTED: November 10, 1986

REVISED: June 21, 2018

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.

Mandatory Regulatory 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 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. Ensure compliance with relevant federal and state laws and local laws and ordinances.
5. 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. Taking reasonable precautions to protect 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.

Discipline

Failure to adhere to these mandatory guidelines and this policy's administrative procedures may result in discipline.

Delegation of Responsibility

The Superintendent or designee shall implement administrative procedures for the use of School District Vehicles.

The Superintendent or designee shall designate those positions requiring or qualifying for allotment of vehicles.

Legal References: