

**USE OF DISTRICT VEHICLES**

District vehicles may be provided to transport personnel of the school district. They shall be used only by authorized district personnel for conducting school business.

**Definition of "Authorized District Personnel"**

1. District employee that has a safe driving record as reported by DMV. Such record will be obtained from DMV by district. District employees who may drive district vehicles on a regular basis will be required to provide a copy of their driver's license and will be enrolled as an employee of the district in the Department of Motor Vehicles Employer Pull Notice Program (EPN) for monitoring.
2. Parent volunteers are not considered "authorized district personnel" for purposes of this procedure and should not operate district-owned or rented vehicles.
3. Walk-on coaches are authorized to drive district vehicles only under these circumstances:
  - a. Be in paid status (stipend)
  - b. Complete a vehicle safety orientation provided by the PUSD Transportation Department
  - c. Have a safe driving record as reported by DMV
  - d. Limit driving to and from athletic events

District employees, Federal, State, and County officers or agents, parents, and other volunteer personnel are authorized to be transported in district-owned vehicles to and from authorized activities.

Drivers of district-owned or leased vehicles shall adhere to all applicable federal, state, and local motor vehicle regulations. Seat belts must be worn by the occupants of the vehicle where belts are installed.

District vehicles, other than those specifically assigned to schools, departments, or staff members, are a part of the transportation pool administered by the Transportation Department.

Pool vehicles may be checked out by district employees for conducting district business, on a first-come, first-served basis.

The cost of operation of pool vehicles will be charged against the individual school or department's budget.

**USE OF DISTRICT VEHICLES** (continued)

Departments or individuals to whom district vehicles are assigned are responsible to report deficiencies or malfunctions of equipment to the Transportation Department.

Traffic or parking violations issued to a vehicle or an operator are the sole responsibility of the operator.

**Authorization for Use of District-Assigned Vehicle**

Individuals in the following positions are authorized to be assigned the use of district vehicles for district business, including home-to-work usage and emergency needs:

1. Executive Director of Facilities Development
2. Director of Maintenance & Operations
3. Director of Transportation