



RED CLAY CONSOLIDATED SCHOOL DISTRICT  
**ADMINISTRATIVE MEMORANDUM**

USE OF DISTRICT-OWNED VEHICLES | 5008.4

The District maintains an inventory of vehicles that are used for District operations. This administrative memorandum regulates the use of those vehicles, which fall into four categories:

1. Driver's Education vehicles
2. Trucks, buses, vans, and specialized vehicles
3. Vehicles assigned to employees on a full-time basis
4. Vehicles available on an "as-needed" basis for District business

In all cases, the District acknowledges the various state laws and policy regulating the operation of state vehicles. Employees are expected to follow all appropriate state laws and policy relating to motor vehicles, traffic, and fleet service vehicles.

In addition, the District recognizes Executive Order 18, which calls for agencies to decrease fuel use/ emissions by 15% by 2012. The District expects users of any District vehicles to keep the use of fuel in mind while using District vehicles to conduct business. Employees shall seek to minimize mileage/ expenses associated with driving District vehicles.

The District will use the State of Delaware OMB Fleet Services recommended disciplinary procedures as the basis of any discipline related to vehicles.

Employees using a District vehicle must cooperate with any investigations/complaints from OMB or other credible sources relating to the operation of the vehicle.

The Transportation Department is responsible for maintenance/repair of all District vehicles. Service can be provided by outside vendors only if the Transportation Department authorizes the work.

The following information relates to specific categories of vehicles.

#### Driver's Education Vehicles

These vehicles are provided solely for the provision of Driver's Education to Red Clay schools. Driver's Education teachers are responsible for reporting any mechanical issues to the Transportation Department. Driver's Education teachers are responsible for scheduling regular maintenance with the Transportation Department.

#### Trucks, Buses, Vans, and Specialized Vehicles

These vehicles are provided for various departments (e.g., Transportation, Food Service, Maintenance, Technology) to fulfill District needs. Guidelines for the use and temporary assignment of these vehicles are the responsibility of the manager of the department. Departments/employees are encouraged to share vehicles where practical. Only employees of the District may drive District vehicles. This includes salaried and reported time employees. Contractors are not permitted to drive District vehicles at any time.

Authorizing Code 29 Del. C. §§ 4802, 6505, 7105, 7106, State of Delaware Fleet Services:  
Operating Policies and Procedures, Policy No: VO-6, VO-19 Executive Order Number 18  
Executive Order Number 71, PHRST Alert 06-09  
RCCSD Board of Education Policy 5008

Issued August 22, 2011  
Revised N/A

Office Responsible Assistant Superintendent  
References RCCSD Request for Assignment of District Vehicle FORM



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If the use of District vehicles is revoked due to disciplinary issues, employees may no longer be eligible for employment.

Each department is responsible for maintaining records regarding the use of vehicles for at least six months. These records must document which employee would have driven a given vehicle on any given day. Department managers are responsible for scheduling routine maintenance through the Transportation Department.

### Vehicles Assigned to Employees on a Full-Time Basis

A limited number of vehicles are assigned to employees on a full-time basis. Requests for a vehicle assignment must be submitted using the attached form. Requests must be approved by the Superintendent or the Superintendent's designee. There are no guaranteed vehicle assignments based on an employee's position. Convenience is not a valid reason for such assignment. The assignment must make the District/employee more efficient. Employees may be required to provide a rationale as to how the assignment will make them more efficient. If a District vehicle is not assigned to an employee, the employee is not exempt from any job responsibilities but may submit for mileage reimbursement for work-related travel not associated with standard commuting. Employees are required to follow all OMB Fleet Services regulations relating to the use of state vehicles. Employees are responsible for arranging for routine maintenance through the Transportation Department.

Employees may not park these vehicles at home (i.e., use the vehicle for commuting) unless OMB has approved the "Vehicle Housed at Employee Residence or Alternate Location" form.

If an employee is granted permission to house a vehicle at an employee residence (i.e., to commute with the vehicle), the employee must comply with OMB reporting procedures (see PHRST Alert 06-09, available from the Fleet Services section of [omb.delaware.gov](http://omb.delaware.gov)) for reporting the commuting mileage. The employee is taxed on this commuting mileage. Employees are not entitled to the use of a District vehicle, or mileage reimbursement, for routine mileage to and from the employee's office.

### Vehicles Available on an "As-Needed" Basis for District Business

The District provides an inventory of vehicles for "as-needed" use on a first-come, first-served basis. These vehicles must be signed out by the employee. The employee is expected to follow all District requirements regarding the sign-out, use, and return of District vehicles. Fuel costs associated with an employee's use will be billed to the employee's departmental budget.

The Assistant Superintendent for District Operations will investigate any misuse of District vehicles in coordination with the Human Resources Department. The District may, at any time, restrict the use of District vehicles. Employees who are unable to use a District vehicle are not exempt from carrying out any of their duties. In these cases, employees will need to use their personal vehicles and submit for mileage reimbursement.

1. Employees wishing to use a District vehicle on an as-needed basis must do the following:

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Authorizing Code	29 Del. C. §§ 4802, 6505, 7105, 7106, State of Delaware Fleet Services: Operating Policies and Procedures, Policy No: VO-6, VO-19 Executive Order Number 18 Executive Order Number 71, PHRST Alert 06-09 RCCSD Board of Education Policy 5008	Issued	August 22, 2011
Office Responsible	Assistant Superintendent	Revised	N/A
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2. Reserve the use as far in advance as possible through the District receptionist.
3. Follow all motor vehicle and traffic laws.
4. Abide by all state policies regarding the use of state vehicles.
5. Agree to use the District gas card to fill the vehicle prior to return if the gas gauge is below half full.
6. Use whichever vehicle is assigned by the District receptionist. The receptionist will not honor requests for particular vehicles.
7. Report any mechanical/safety malfunctions/damage to the District receptionist as soon as practical.

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Authorizing Code      29 Del. C. §§ 4802, 6505, 7105, 7106, State of Delaware Fleet Services:  
Operating Policies and Procedures, Policy No: VO-6, VO-19 Executive Order Number 18  
Executive Order Number 71, PHRST Alert 06-09  
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8. Return the vehicle immediately after approved use.
9. Remove all trash and personal belongings before return.
10. Report any accidents following the procedures in the glove box of the vehicle.
11. Agree to rideshare/travel with other District employees when two or more employees are completing the same District business.

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent.