



## **Fleet Vehicle Procedures**

### **Sutter County Superintendent of Schools Fleet Contacts:**

**James Peters**

Vehicle Fleet Management

Acquisition/Surplus

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[JamesP@sutter.k12.ca.us](mailto:JamesP@sutter.k12.ca.us)

**Mona Brokenbrough**

Vehicle Fleet Maintenance

Service/Repair

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Accident/Insurance Claims

(530) 822-2929

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**If needed, please contact the fleet director for Enterprise Fleet contacts.**

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**\* PLEASE READ THOROUGHLY \***

**KEEP POLICY AND INSURANCE CARD IN GLOVE BOX FOR REFERENCE**

### **INTRODUCTION**

*During employment with **Sutter County Superintendent of Schools (SCSOS)**, **SCSOS** may provide staff with a vehicle for use within the scope of employment duties. This Fleet Vehicle Policy describes the terms and conditions under which staff may be provided with a vehicle. Drivers of **SCSOS** vehicles are responsible for reading this Policy and having a complete understanding of their responsibilities as described herein.*

*As a representative of **SCSOS** in the community, staff must drive and maintain the vehicle as they would their personal vehicle. Also, staff are responsible for arranging for proper care and maintenance of the vehicle (See "Maintenance Procedures and Repairs" section below).*

*This Policy is not meant to, nor does it create an employment contract between the Organization and employee. The policies and procedures contained herein do not guarantee employment for any period, nor do they guarantee any particular terms and/or conditions of employment. The employment relationship between the Organization and employee is "at will" and completely voluntary with both parties. The Organization may terminate the employment relationship at any time, in its sole discretion, subject to applicable law. The Organization, in its sole discretion, may change or terminate the policies and procedures contained herein at any time with or without notice.*

## **INDIVIDUAL REQUIREMENTS**

All individuals driving an **SCSOS** vehicle or driving a vehicle while on Organization business must (i) have a valid driver's license in the state or jurisdiction in which they reside, and (ii) have and maintain a satisfactory motor vehicle record within such state or jurisdiction.

The SCSOS will perform driving record checks via the DMV Pull Program; individuals that are unable to maintain a valid driver's license and satisfactory motor vehicle record may be subject to restrictions or suspension of driving privileges during the course of performing Organization business. Individuals required to drive a vehicle as part of their regular job duties may be subject to dismissal if they are unable to perform these duties.

***Driving an SCSOS vehicle pursuant to this Policy and receiving a DUI/DWI, is grounds for immediate termination.***

## **PROPER USE OF SCSOS VEHICLE**

**SCSOS** may furnish staff with a **SCSOS** vehicle to assist in the performance of job responsibilities. **SCSOS** vehicles are solely for the performance of job duties with **SCSOS**.

Use of the vehicle for any business venture other than for the performance of job responsibilities with **SCSOS** is strictly prohibited. Acceptance of any form of compensation for carrying passengers or materials is prohibited.

All operating expenses such as lease payments, taxes, fuel (subject to "Fuel Expenses" described herein) and authorized maintenance will be paid by the **SCSOS** according to the Organization's purchasing policy.

**Violation of this Policy may lead to disciplinary action up to and including termination of employment.**

**Although SCSOS may furnish staff with an Organization vehicle for the performance of job responsibilities, the SCSOS will retain all right, title and interest to the vehicle.**

Upon resignation or termination of employment for any reason, staff shall immediately return the vehicle (and any related Fleet item – e.g., Fuel Card) to a location designated by the **SCSOS**. The **SCSOS** reserves the right to take possession of its vehicle at any time.

## **FLEET ADMINISTRATOR**

**SCSOS** has selected Enterprise Fleet Management to serve as the Organization's Fleet Administrator. As Fleet Administrator, Enterprise provides the following services to **SCSOS** and its field-based employees:

- Vehicle Selection and Ordering
- Vehicle License and Registration
- Vehicle Maintenance
- Fuel Cards
- Online Mileage Reporting
- Emergency Repairs and Roadside Assistance
- Car Rental Privileges

Please direct additional questions regarding Enterprise services or the Fleet program to the Fleet Director. Contact information is located on the front page of this Policy.

## **NEW VEHICLE DELIVERY**

Delivery of new vehicles will take approximately 16-20 weeks from the time an order is placed. Vehicles will be shipped to a dealer near the Organization's office. Enterprise will contact the **SCSOS** Fleet contact directly when the vehicle is ready for delivery.

The original title, vehicle license, and registration are coordinated through Enterprise.

Proper insurance cards are provided to departments by the SCSOS fleet contact. Insurance cards are located and must remain in the vehicle binder.

## **REPLACEMENT POLICY**

As a general rule, SCSOS will review each replacement of a vehicle on an individual basis according to established guidelines and considering such circumstances as the number of months in service, mileage, vehicle condition (mechanical and body), resale market, timing of "factory build-out," yearly model changeover by manufacturers, etc. Our Enterprise Account Manager will work in conjunction with the **SCSOS** Fleet Director on vehicle replacement.

## **REPLACEMENT PROCEDURES**

Employees are responsible for returning their **SCSOS** vehicle in good working condition. Accordingly, vehicles must be cleaned prior to returning it to the Fleet Department. A vehicle in "clean" condition obtains maximum trade-in allowance. Make sure returned vehicles are washed and thoroughly vacuumed inside, including the trunk, glove compartment, and area under the seats. Remove all Organization and personal belongings.

Contact The Fleet Department at 530-822-2921 when your vehicle is ready to be returned. The Fleet Department will work with Enterprise to schedule vehicle pick up on **SCSOS'** behalf.

## **INSURANCE, TITLE, LICENSING, LOCATION TRANSFERS**

### **TITLE AND REGISTRATION**

Enterprise will complete the title and initial registration for all new **SCSOS** vehicles. All **SCSOS** vehicles are marked EXEMPT status with the California DMV and therefore do not require annual registration.

Any questions concerning the licensing and titling of Organization-owned vehicles should be referred to the Fleet administrative secretary.

### **INSURANCE INFORMATION**

The insurance coverage for SCSOS vehicles is provided by Tri-County Schools Insurance Group. Vehicle insurance information will be provided by the SCSOS vehicle fleet contact.

The **SCSOS** expects staff to exercise prudent judgment in the operation of Organization vehicles at all times (see Safety Guidelines below for more information).

A copy of vehicle Insurance ID cards, as well as a Drivers Accident Reporting Kit form, should be kept in the Organization vehicle at all times. If a vehicle insurance card is misplaced, contact the Fleet Department for assistance.

Please note that if a personal vehicle is used to either transport students or conduct work related activities, the employee's personal insurance policy is the primary coverage in case of an accident and/or vehicle damage and the **SCSOS** will only cover the excess over the employee's policy limit. You must submit evidence of a valid CA Driver's License and provide a Certificate of Insurance in the amount of \$100,000/\$300,000 for Bodily Injury Liability and \$50,000 for Property Damage Liability to the Business Department with the first claim or upon request.

*A personal vehicle may not be used without the authorization of the supervisor. If authorized, a completed form CSSF 005 must be submitted to the Business Services Department prior to use of a personal vehicle.*

## **VEHICLE MAINTENANCE, PROCEDURES AND REPAIRS**

**AS THE RECIPIENT OF A SCSOS VEHICLE, EMPLOYEES ARE RESPONSIBLE FOR THE PROPER MAINTENANCE AND CARE OF THE VEHICLE.**

***Enterprise will issue a maintenance card for each SCSOS vehicle. This card will allow for access and use at a list of National Account vendors offering standard negotiated pricing. A list of local vendors will be provided to department contacts by Enterprise. It is the responsibility of the driver to inform The Fleet Department of any known services necessary for their assigned vehicle by submitting a work order request.***

**THE FOLLOWING SCHEDULED MAINTENANCE CHECKS ARE PERFORMED BY THE FLEET DEPARTMENT. IF YOU ARE AWARE OF A CONDITION THAT REQUIRES ATTENTION, PLEASE REPORT IT IMMEDIATELY TO THE FLEET DEPARTMENT:**

1. Change oil and filter at recommended intervals.
2. Keep tires rotated and inflated to the proper PSI rating. (Usually, 32-35 PSI, check the owner's manual to be sure)
3. THE DRIVER IS RESPONSIBLE FOR RETURNING THE VEHICLE WITH A FULL TANK OF GAS AND TO Maintain cleanliness and professional appearance of interior and exterior of your fleet vehicle. Refer to the vehicle binder for specifics on where to use the WEX gas card and for the current car wash vendor for the SCSOS. Provide the cashier with your vehicle number, and they will provide you with a receipt for the charges. Submit this receipt the Fleet Administrative Secretary for payment processing.

Neglect, intentional misuse or intentional disregard of the maintenance schedule of an SCSOS vehicle may result in (i) disciplinary action and (ii) reimbursement for any necessary repairs to the vehicle.

In the event of an incident during the use of the vehicle, report minor repairs to The Fleet Department. For major repairs, including towing and car rental, please call Enterprise National Service Department at 800-325-8838. They will handle repairs and direct staff accordingly. It is important that staff does not act independently of both the scheduled maintenance and the Enterprise managed maintenance programs. Any personal expenses incurred by doing so will be reviewed and may not be reimbursed. Any questions about the maintenance program should be referred to the Fleet Administrative Secretary.

California Laws are applicable to all vehicles at all times. In the event of an accident, drivers must follow the necessary reporting steps (i.e. reporting to the DMV/Police, etc.) as required by law.

## **WARRANTY REPAIRS**

Each new SCSOS vehicle carries a warranty that will cover repair or replacement of any defective parts by any authorized dealer. It is the responsibility of the operator of an Organization vehicle to protect SCSOS' interest and obtain "no charge" warranty repairs whenever possible. Carefully read and understand the vehicle warranty coverage. The various automobile manufacturers have different requirements regarding the

validation of warranties on new automobiles. Any questions concerning warranty coverage should be referred to an authorized dealer.

## **TIRE CARE AND REPLACEMENT**

Tire mileage is directly proportional to driver techniques, front-end alignment, tire pressure, and wheel balance. All of these factors are under the driver's control. Fleet Maintenance will perform regular inspections. However, **Drivers should check tire pressure and visually inspect tires if a problem is suspected.** Drivers should report front-end alignment and wheel balance problems immediately to avoid excessive tire wear. All **SCSOS** vehicles will be delivered with radial tires that, with reasonable care, should last for a minimum of 30,000 miles.

## **FUEL EXPENSES**

Enterprise will provide **SCSOS** staff with a Wright Express Fuel Card (WEX), to which staff will charge all Organization-related fuel expenses. Each vehicle will be assigned a gas card and provided a pin number that will allow for gasoline purchase at over 90% of gasoline retail locations. **You must enter accurate vehicle mileage at each fill-up. Gas cards must remain in vehicle binder. DO NOT keep PIN with the card.** Lost or damaged WEX cards should be reported to the Fleet Administrative Secretary immediately to request a replacement.

To control costs, please use only regular unleaded gasoline (unless otherwise stated in the car owner's manual) at self-service stations.

*Note: Staff is only authorized to use WEX fuel cards to fuel up Organization provided vehicles. WEX cards are assigned to the specific vehicle, do not use a WEX card on a vehicle to which it is not assigned.*

## **PERSONAL ITEMS:**

The Organization suggests using equipment and antennae that can be removed and stored when the vehicle is parked at airports, motels, and other "high risk" areas to reduce vulnerability to theft. Theft of cellular phones or other personal belongings is not covered by the Organization's insurance. Such losses, if any, should be reported under the employee's personal homeowner or renter insurance, if applicable.

## **PARKING AND MOVING VIOLATIONS**

As the driver of a **SCSOS** vehicle, staff is responsible for any tickets (including but not limited to parking and moving violations). **If staff receives a ticket, staff must promptly notify their manager and the SCSOS fleet contact within 48 hours.** Employees are responsible and accountable for any tickets received while in possession of the **SCSOS** vehicle. This responsibility includes the timely payment of all parking and moving violations associated with the use of **SCSOS** vehicles. **Employees that receive a citation for a moving violation within a school zone will be subject to disciplinary action up to and including termination of employment.**

If **SCSOS** is notified and required to pay for a violation associated with an employee assigned Organization vehicle, the employee will be required to reimburse **SCSOS** for all costs associated with such violations (including any penalties). Checks should be made payable to Sutter County Superintendent of Schools and sent to the Organization at the following address: 970 Klamath Lane Yuba City, CA 95993. **Checks should be submitted within ten days after notification that payment is due.** If the check is not received, this amount will be

deducted from the employees pay. Failure to notify **SCSOS** of a ticket or pay **SCSOS** within the allotted time may result in disciplinary action up to and including termination of employment.

If the staff is driving a **SCSOS** vehicle pursuant to this Policy and receives a DUI/DWI (or any other equivalent of such), staff is required to notify the Human Resources Department immediately.

## **ACCIDENTS AND SAFETY**

### **ACCIDENT POLICY**

#### **Procedure to follow for reporting/filing an accident:**

In the event of a vehicle accident, please follow the instructions below:

1. If there are injuries, call 911 immediately. If there are no injuries, contact the Yuba City Police Department non-emergency number at (530) 822-4660 or the non-emergency number of the local police or sheriff's department with jurisdiction over the area where the accident occurred.
2. When an accident involves another vehicle, obtain the following: (use form provided)
  - Drivers name
  - Address
  - Telephone Number
  - Name of Insurance Company
  - Vehicle registration number
  - Vehicle license plate number

If possible, obtain the name, address, and telephone number of any witnesses, including name, badge number, and address of any investigating police agencies. Additionally, take pictures of the accident. These may be used as evidence during the investigation.

Please note if there are any injuries reported by anyone involved in the accident.

3. As soon as possible after the accident occurs, provide telephone notification to your immediate supervisor.
4. Next, contact Business Services Administrative Secretary at (530) 822-2929 to report the incident and the extent of property/vehicle damage and/or serious bodily injury. Staff will be instructed to complete the Driver's Accident Reporting Kit form and submit to the **SCSOS** insurance claims contact. This document should be completed immediately following the accident. The Business Services Administrative Secretary will notify the Fleet Department.
5. It is the driver's responsibility to notify any state/or local agency (police, etc.) of the accident and file the appropriate written report.
6. If the vehicle is incurring storage charges, staff should notify their manager and the **SCSOS** Fleet Director.
7. If alternative transportation is necessary while the vehicle is in repair, contact the Fleet Department so that an interim rental arrangement can be made.
8. If an adjuster or any other representative from the other driver's insurance company contacts the employee for a statement, either written or verbal, refer that person to the Business Services Administrative Secretary.

9. The above instructions should be followed carefully.

Please note that Employees that have had one of more accidents may be restricted from transporting students and, due to the circumstances, may be required to submit to a drug test.

## **SAFETY**

Safety is of the utmost concern to the **SCSOS**. Staff should consider all safety-related issues related to the vehicle including, without limitation, the following:

- The staff is to comply with **ALL** motor vehicle traffic laws while operating a vehicle on business or an Organization vehicle at any time.
- **SCSOS** issues first aid kits, fire extinguishers, and various documents (vehicle registration, insurance card, Driver Accident Reporting Kit form, and Disabled Person Placard, if applicable) necessary for vehicle safety for each **SCSOS** vehicle. If any safety items need replacing or servicing, please contact the Fleet Administrative Secretary immediately.
- Safety restraints are a proven tool for reducing deaths and minimizing injuries from motor vehicle collisions. Consequently, all occupants must wear safety restraints while operating or riding in a **SCSOS** vehicle. The driver is responsible for enforcing the use of safety restraints by all occupants.
- No smoking is allowed in vehicles.
  - Driving is a full-time job. Avoid all distractions...concentrate on the other driver by assuming that person will not do what is expected.
  - Individuals are prohibited from operating any vehicle on Organization business or a **SCSOS** vehicle at any time while under the influence of alcohol or any illegal substance.
  - Firearms and illegal substances are not permitted in **SCSOS** vehicles at any time.
  - Individuals are prohibited from the transportation of hitchhikers or strangers.
  - Individuals are encouraged to use their cell phones only when the vehicle is legally parked. The use of hands-free cell phone devices while driving is strongly discouraged in order to practice good defensive driving skills. **All SCSOS employees are prohibited from using cell phones within a traffic lane, including but not limited to stop signs and light signals at intersections.** If the use of a cell phone is necessary for the performance of duties, pull over to a legal parking spot to do so. The use of cell phones while driving without hands-free devices is both prohibited and illegal in the state of California. Notwithstanding the preceding, compliance with state and local cell phone laws applicable in your area of travel is required.
  - Roads are crowded...consider all vehicles as potential accidents looking for a place to happen.
  - Beware when entering an intersection. Always count to two before entering an intersection from a stop sign or a stoplight.
  - Signal entry onto freeways and stay in the center or inside lane for ease of emergency maneuvering.
  - Do not insist on the right-of-way; assume the other driver will.

- The use of an iPod, walk-man or a similar device while operating a vehicle is prohibited. MP3 data use through the vehicle audio system is permitted, but the same rules apply as with cell phones.
- Bridges are slippery and freeze before roads do because they lack the warmth of the ground under them.
- Use turn signals for parking, lane changes, and all turns in shopping and office center parking lots.
- Always keep a full level of windshield washer solvent.
- Before night driving, wipe off your headlights.
- If wondering whether or not to turn on your headlights, it is time to turn them on.
- Supervisors should visually inspect staff vehicles at least once a year.
- If towing or roadside assistance is needed contact Enterprise Fleet Management at the number located on your Enterprise Maintenance Card. This service is available 24 hours a day, 7 days per week.

### **FLEET POOLS**

- *Each department has a pool of vehicles that serve a very specific purpose (i.e. Maintenance truck, Wheel Chair Lift Van, etc.) Any vehicles that do not fit within this criterion make up the Common Use Pool.*

*A list of Fleet Pools is available on the SCSOS website under 'Departments/Administrative Services/Facilities & Maintenance/FORMS.'*

- *Each **SCSOS** vehicle should have two copies of keys. One copy should be maintained by the primary driver and the other by Fleet Department.*
- *Rotation of vehicle use within the respective pools is both allowed and encouraged. The Fleet Department is responsible for maximizing the life and value of the Fleet vehicle and will advise and assist in the rotation of vehicles within all pools.*
- *Common use vehicles will be reserved via the Fleet Department in the same method in which conference rooms are scheduled. To reserve a common use vehicle, submit a request via Facilities Direct (conference room scheduler). Upon confirmation of the reservation, the Fleet Administrative Secretary will contact you with the relevant information (i.e. vehicle number, where to pick-up keys, etc.). If for any reason a vehicle is not available, the requester shall receive a declination from the fleet department, which includes, if applicable, a verification that the requester is qualified for mileage reimbursement for the specific time and date of the original reservation. Verification must be submitted with mileage reimbursement request.*
- *As the common use pool of vehicles is a shared resource, it is important that drivers communicate with the Fleet Department if they are unable to return a vehicle within the scheduled time.*
- *Drivers will record miles driven and department on the Mileage Log provided by the department contact and kept in the vehicle. Mileage logs will be turned in monthly to the department contact.*



- *Reserving a Common Use vehicle does not guarantee a specific vehicle. To maximize the value of our vehicles, the Fleet Department will determine the Common Use pool vehicle to be used per reservation.*
- *Purchases associated with WEX gasoline charges and Enterprise Maintenance Card charges will be direct billed to **SCSOS** on a monthly basis. These bills will be processed using open purchase orders established annually for each department's vehicles.*
- *Older vehicles must be SMOG tested once every two calendar years. Those departments with vehicles needing SMOG testing will be notified by the vehicle fleet management contact to coordinate the completion of this testing.*

**IF YOU HAVE ANY QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT THE FLEET DIRECTOR.**

# Employee Acknowledgement Form

## *Employee Copy* SCSOS Fleet Vehicle Policy

### Employee Acknowledgement Form

I acknowledge that (i) I have received read and understand the SCSOS Fleet Vehicle Policy for U.S. Field Based Employees (the "Policy"). (ii) I will comply with the Policy, and (iii) I will cause other authorized users of the vehicle under my control to comply with the Policy. I further acknowledge that my failure to do so may result in disciplinary action, up to and including termination of employment.

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**Signature**

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**Print Name**

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**Date**

***Return this copy to the SCSOS Fleet Department***

*This copy for employee's records*  
**Employee Acknowledgement Form**

***Employee Copy***

**SCSOS Fleet Vehicle Policy**

**Employee Acknowledgement Form**

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**