SUPPORT SERVICES

School Board Owned Vehicles

I. Purpose - The purpose of this regulation is to outline the procedures for assignment and operation of School Board owned vehicles by employees of Prince William County Public Schools.

II. Scope - Vehicles of appropriate type are purchased by the School Division to support the various requirements of the School Division. Vehicles are “FOR OFFICIAL USE ONLY.”

III. Responsibilities

A. The Associate Superintendent for Finance and Support Services and the Director of Transportation Services in conjunction with office directors/supervisors are responsible for specifications for the procurement of cars, trucks, and trailers.

B. The Director of Transportation Services is responsible for the assignment of vehicles to the various offices/departments.

C. The office/department supervisor is responsible for vehicle assignment to the appropriate section/individual within the office/department.

D. The vehicle operator is responsible for ensuring that assigned vehicles are used for official purposes only and for reporting accidents in accordance with the provisions of Regulation 443-1.

E. The Director of Transportation Services is responsible for the specification and assignment of school buses.

IV. Vehicle Assignments

A. First Responder Full-Time Vehicle Assignment - The directors of Facilities Services, Transportation Services, Risk Management and Security Services, and Information Technology Services will designate a sufficient number of take-home vehicles (with proper equipment and supplies) to allow response for repair emergencies and other contingencies which may occur after regular work hours and on days when schools are not in session. Authorized take-home vehicle assignment information under this section is submitted to the Superintendent of Schools by the Associate Superintendent for Finance and Support Services.
B. Special Requirements Full-Time Vehicle Assignment - School Division departments having special requirements not covered above shall be provided full-time vehicle assignment upon approval by the Associate Superintendent for Finance and Support Services. Authorized take-home vehicle assignment information under this section is submitted to the Superintendent of Schools by the Associate Superintendent for Finance and Support Services.

C. Pool Vehicle Assignment - A pool vehicle will be assigned to employees who have an occasional need for use of a School Board vehicle in the performance of their duties. Pool vehicles will be controlled and assigned by the Department for the Associate Superintendent for Finance and Support Services.

D. Mileage Reimbursement - When School Board vehicles are not available or it is unreasonable to assign a School Board vehicle, the department supervisor may authorize mileage reimbursement for use of the employee’s privately owned vehicle for official school business. Mileage reimbursements will be supported by the operating funds of the office/department that authorize the reimbursement.

V. Restrictions

A. No employee living outside Prince William County will be assigned a take-home vehicle without prior approval of the Associate Superintendent for Finance and Support Services.

B. No employee will be assigned a take-home vehicle when the parking location is not safe for parking or the security of the vehicle is questionable. Office directors/supervisors are responsible for evaluating/approving home parking locations.

C. No employee will be assigned a take-home vehicle when living in an area where covenants or other guidelines restrict certain vehicle types.

Authorized personal use of vehicles for commuting purposes may subject the individual to additional tax liability. The Director of Financial Services is responsible for determining and assessing tax liability.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2018.