

## USE OF ACPS-OWNED VEHICLES REGULATIONS

### I. Purpose

To define the conditions of appropriate use of Alexandria City Public Schools (ACPS)-owned vehicles that do not require a commercial driver's license (CDL), and to establish approval processes for the use of these vehicles.

### II. Use and Authorization

Employees (and contractors, if approved in advance by ACPS) who use private vehicles for official school business will be reimbursed at the currently approved rate per mile unless they receive a travel stipend as part of their regular pay. (Employees may confirm their receipt of this stipend with the Human Resources Department.)

- A. Unassigned Vehicles: Individuals who are required to travel away from their offices in the conduct of official school business may use an ACPS-owned vehicle upon submission of an approved *Request for Use of an ACPS-Owned Vehicle* form ("Vehicle Use Form"). Keys must be returned to the Department Head at the time the vehicle is returned to its check-out location. Drivers are required to submit a Vehicle Use Form and supporting documentation before checking out a vehicle for the first time. City fuel cards are for use at the City of Alexandria fuel depot and shall remain in the vehicle.
- B. Assigned Vehicles: Individuals who require daily use of an ACPS-owned vehicle must submit a Vehicle Use Form and supporting documentation to their Department Head. Upon approval, an ACPS vehicle will be assigned for daily use. This vehicle may not be used for take-home purposes. Keys will remain in the possession of the driver. City fuel cards are for use at the City of Alexandria fuel depot and shall remain in the vehicle.
- C. Take-home Vehicles: Individuals who are on call 24 hours/day, 7 days/week for emergencies, security or other special requirements are authorized to use a take-home ACPS-owned vehicle for the time that they are assigned this responsibility, upon approval of the Superintendent or designee.

### III. General Regulations for Driving an ACPS-Owned Vehicle

- A. Any individual driving an ACPS vehicle must first submit a Vehicle Use Form and supporting documentation (see attached). This includes providing a copy of a valid driver's license and a Department of Motor Vehicles (DMV) Compliance Summary. Such documentation is available to the driver through the Virginia DMV website at no charge. (For those with out-of-state licenses, such compliance summaries, or "Non-Certified Driver Records" may incur a small fee. Requests for reimbursement may be submitted in such cases.) In addition, ACPS reserves the right to request a Compliance Summary at any time thereafter.

- B. The driver will inspect the assigned vehicle prior to use and report all vehicle defects to his/her Department Head or designee, who will coordinate for vehicle maintenance support.
- C. The driver and passengers will use seat belts, obey all traffic regulations, and observe safe driving practices at all times.
- D. The driver is responsible for any moving violations and parking citations that may be incurred while using an ACPS vehicle.
- E. The driver and passengers are prohibited from smoking or using tobacco products in or around ACPS vehicles.
- F. The driver shall never transport alcoholic beverages or illegal substances in the vehicle and shall never operate the vehicle while or after using alcohol or drugs.
- G. The driver may use the ACPS vehicle to respond to an emergency or to drive to and from lunch. ACPS vehicles may not be used to perform personal errands, except take-home vehicles as noted below.

#### **IV. Accidents While Driving an ACPS Vehicle**

The driver should:

- A. First determine if anyone is injured and secure medical assistance as soon as possible;
- B. Immediately report the accident to the local police department and to his/her ACPS supervisor, indicating location, injuries, degree of vehicular damage, and requirements for disposition;
- C. Remain at the scene of the accident until the investigation has been completed by the police;
- D. Collect and report the following information:
  - 1. Name and addresses of other vehicle operators;
  - 2. Name and addresses of any witnesses;
  - 3. Name and policy number of insurance carrier having coverage on the other vehicle(s);
  - 4. A description of other vehicles involved in the accident, including make, model, color, and license plate numbers;
  - 5. A sketch or cellphone picture of the accident with locations of vehicles and other pertinent details; and
  - 6. The investigating police officer's name and case number to obtain a copy of the police report.

When required, contact the Office of Transportation (703-461-4169) to tow the vehicle back to the shop for repair.

## V. Assigned and Unassigned Vehicles

ACPS vehicles may be allocated to departments within the school division for assignment to individuals who conduct official business for the schools. This includes employees and/or contractors when there is a justified requirement that is approved in advance by the Superintendent or designee. There will be two classes of vehicles: assigned and unassigned.

- A. **Assigned vehicles** will be assigned to one person as the primary driver. They are intended for daily use in completion of job responsibilities. These vehicles are not for take-home use. The driver will hold the keys and the City fuel card. Requests for assigned vehicles shall be made to the Department Head. Departments will review their operational needs annually to determine if assigned vehicles are required.
- B. **Unassigned vehicles** will be available for use by any employee or contractor whose Vehicle Use Form and supporting documentation has been approved by the Department Head. Keys and the City fuel card will be maintained by their Department Head or designee.
- D. For approved out-of-area travel that requires refueling, drivers may either use their assigned P-card, obtain petty cash from the Accounting Department prior to departure, or submit a request for reimbursement for fuel purchases.

## VI. Take-home Vehicles

- A. A take-home ACPS-owned vehicle may be authorized for individuals who are on call 24 hours/day, 7days/week for emergencies, security, or other special requirements for the time they are assigned this responsibility, upon approval of the Superintendent or designee. Each department shall annually assess its operational needs to determine if take-home vehicles are required. Requests shall be made by the Department Head in writing to the Superintendent.
- B. Individuals who are authorized to use take-home vehicles are responsible for the tax liability associated with this benefit. In December of each year, the number of days the take-home vehicle was used by each employee will be reported to the Department of Financial Services for tax purposes.
- C. Because individuals who drive take-home vehicles have no other means of transportation during work hours, travel to and from lunch, medical appointments, and personal errands are allowed, provided there is only minor deviation from the normal route traveled and the nature of this travel is not inconsistent with the type of vehicle.
- D. Only ACPS employees and contractors are authorized as passengers in take-home vehicles.

Established: January 1, 2009  
Revised: April 21, 2016  
Revised: April 26, 2018  
Revised: February 20, 2020

Cross Refs.: EDC Authorized Use of School Division-Owned Materials  
EEBA ACPS-Owned Vehicles

**REQUEST FOR USE OF AN ACPS-OWNED VEHICLE**

Name: \_\_\_\_\_

Employee ID #/Contractor Information \_\_\_\_\_

Title: \_\_\_\_\_ Work location: \_\_\_\_\_

Unassigned Vehicle for Part-time Use: \_\_\_\_\_

Assigned Vehicle: \_\_\_\_\_

Take-Home Vehicle: \_\_\_\_\_

Nature of school division business generating the request for use of vehicle:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A copy of a valid driver’s license must be provided with this request.**

Driver’s License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

**A Department of Motor Vehicles (DMV) Compliance Summary must be provided with this request.**

State Compliance Summary (or Non-Certified Driver Record\*) has been provided and reflects that driver’s record is in good standing: \_\_\_\_\_

\* For drivers with out-of-state licenses, such compliance summaries, or “Non-Certified Driver Records” may incur a small fee. Requests for reimbursement may be submitted in such cases.

Vehicle Assigned: \_\_\_\_\_

I have read and understand the Vehicle Use Regulations and understand that failure to comply with any part of the regulations shall be considered cause for disciplinary actions as deemed appropriate by the Superintendent or designee. I certify that all information provided is correct and accurate.

Driver’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent /Designee