

**CLASSIFICATION: Business and Noninstructional  
Operations**

**ADOPTED: 4/1/81**

**REVISED: 11/19/12**

**SUBJECT: Vehicle Transportation for Official  
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Methods of authorized transportation for employees of the County Superintendent of Schools conducting official business are available as follows:

1. Fleet vehicles garaged at the San Diego County Office of Education.
2. Privately-owned vehicles with mileage reimbursement.
3. Fleet vehicles garaged at an approved location other than the San Diego County Office of Education.
4. Other means of transportation approved by the County Superintendent of Schools.

All employees of the County Superintendent of Schools who operate a fleet vehicle or privately-owned vehicle on official business must be 18 years of age or older and carry a valid California Driver License and must observe all applicable provisions of the California Vehicle Code and the requirements of this administrative regulation. Employees shall complete and file Form 225, *Employee Certification of Required Vehicle Insurance/Financial Responsibility* with the Internal Business Services Section/Accounts Payable to be authorized to drive a fleet vehicle or privately-owned vehicle on official business.

#### USE OF FLEET VEHICLES

The County Superintendent of Schools provides and maintains fleet vehicles for use of employees for official business of the San Diego County Office of Education (SDCOE). The use of fleet vehicles is a privilege, not a right. Employees are expected to show respect for the property of SDCOE by keeping vehicles clean and in the same condition as when they were provided for the employee's use.

Fleet vehicles will be assigned at the discretion of the Transportation Services Unit on the basis of need and availability. Utilization should be distributed fairly among all programs.

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Only employees, including on-loan employees, of the County Superintendent of Schools are authorized to drive fleet vehicles. Employees using fleet vehicles must be informed of and comply with the following regulations:

1. Employees must have completed a San Diego County Office of Education Fleet Vehicle Safety Training session or online course every two years, or as directed by the County Superintendent of Schools, to be permitted to drive a fleet vehicle.
2. Employees shall sign out and sign in for use of fleet vehicles garaged at the San Diego County Office of Education. Requests for fleet vehicles should be made using the San Diego County Office of Education Fleet Reservations System. Reservations of fleet vehicles should be made 24 hours in advance when possible. When reserving vehicles, employees should indicate the date and time needed and, if applicable, the type(s) of child restraint system required. Vehicles should be checked out no earlier than 30 minutes prior to departure. Fleet vehicles shall not be checked out for the purpose of going to lunch or for personal use.
3. An employee may be authorized to drive a fleet vehicle home for an overnight stay if duties require attendance at a location other than the employee's work site before 8 a.m. or after 5 p.m. However, every attempt should be made to return the vehicle to the fleet garage at night or prior to the weekend. Privately-owned vehicles may be parked inside the fenced parking lot at the San Diego County Office of Education when a fleet vehicle is used overnight.
4. Form 84, *Fleet Car Mileage Report*, assigned to each fleet vehicle must be completed by the driver. Employees who are assigned a fleet vehicle shall submit a monthly usage report to the Transportation Services Unit.
5. Credit cards will be provided as needed to purchase gas and oil and/or for emergency needs such as tires, hoses, belts, etc., for fleet vehicles. Major repairs needed should be reported to the Transportation Services Unit prior to any authorization to repair. Reimbursement for other emergency expenses will be made on Form A-139, *Miscellaneous Expense Claim*.

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6. Vehicle accidents shall be reported immediately to the employee's supervisor, the Transportation Services Unit and the Purchasing Supervisor, regardless of fault or amount of damage. Personal injuries shall be reported as soon as possible to the Human Resources Unit, and Form 231, *Supervisor's Report of Accident*, shall be completed.
7. If an accident occurs in which an employee is determined to be to any extent "at fault," the following provisions shall apply:
  - A. In the absence of extenuating circumstances, within one month following the accident, the employee must provide documentation to the Transportation Services Unit showing that he/she was determined to be at fault and that his/her personal insurance carrier has been informed of the accident and of the determination of fault.
  - B. For any accident in which property damage exceeds \$750, the employee must provide to the Transportation Services Unit a copy of the California Department of Motor Vehicles (DMV) form SR1, *Report of Traffic Accident Occurring in California*, that has been completed and filed with the DMV in accordance with law.
  - C. If an employee is determined to be at fault in two accidents within a three-year period, the employee's privilege of using fleet vehicles will be suspended for three months. A third accident within the same three-year period with a determination that the employee is at fault will result in an indefinite suspension of fleet vehicle use.
  - D. Before being permitted to resume use of fleet vehicles, the employee must provide proof to the Transportation Services Unit that he/she has reviewed the SDCOE *Fleet Vehicle Safety Training* video.
  - E. The amount of the SDCOE insurance deductible for the accident will be a charge against the department to which the employee is assigned.

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8. Insurance coverage for fleet vehicles is the responsibility of the San Diego County Office of Education. Evidence of insurance shall be carried in all fleet vehicles.
9. Traffic and/or parking citations issued to an employee while on official business shall be the responsibility of the employee.
10. Employees should be aware that driver distractions are a major cause of traffic accidents and should avoid activities that interfere with safe driving. Proven accident-causing distractions include the use of wireless communication devices, eating and drinking, and adjusting audio controls.
11. Employees shall observe the following rules when operating a fleet vehicle:
  - A. The use of alcohol or drugs, or driving under the influence of alcohol or drugs, is prohibited.
  - B. The use of tobacco products is prohibited.
  - C. The use of a wireless phone while driving a motor vehicle is prohibited unless the phone is operated in a hands-free mode or is used for emergency purposes, including but not limited to, a 911-emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency.
  - D. The use of an electronic wireless communications device to write, send, or read a text-based communication while driving a motor vehicle is prohibited.
  - E. Except in an emergency situation, when transporting students:
    - (1) Written or documented verbal permission of the parent/guardian is required.
    - (2) A minimum of two adults must be in the vehicle or the student must be seated in the back seat.

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- F. Drivers and all passengers must use separate seat belts and other safety restraint systems that meet federal motor vehicle standards. The driver shall ensure that the number of people in the vehicle does not exceed the number of available seat belts. All passengers 16 years of age or older must be properly restrained by seat belts. When vehicles are used to transport children under 16 years of age, the child safety restraint practices below shall be followed.
- (1) Child passenger restraint systems that meet federal motor vehicle safety standards, are in good and safe condition, have no missing original parts, and are not older than five years must be used. The Transportation Services Unit will make appropriate child restraint systems available for use by employees on official business.
  - (2) Transportation Services Unit personnel will demonstrate the correct placement, installation, and adjustment of child restraint systems when fleet vehicles are checked out for transporting children under 8 years of age.
  - (3) The driver is responsible for ensuring that all children under the age of 16 are properly secured in age- and size-appropriate seats in accordance with California law, National Highway Traffic Safety Administration car seat recommendations for children, and the following guidelines:
    - a. All children under 8 years of age must be secured in a child passenger restraint system (safety seat or booster seat) and must ride in the back seat.
    - b. Infants must ride in a rear-facing safety seat until they are a minimum of one year and weigh at least 20 pounds.
    - c. Children over one year and weighing at least 20 pounds must use forward-facing safety seats.

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- d. Children over age 4 and weighing approximately 40 pounds shall be placed in booster seats and must face forward.
  - e. All children over 8 years and under 16 years of age must be properly secured in an appropriate child passenger restraint system or a seat belt unless specifically exempted by State law.
  - f. Children over age 8 or who are at least 4 feet 9 inches tall may be secured in a seat belt if the belt fits properly. A seat belt fits properly if the lap belt lies across the upper thighs and the shoulder belt fits snugly across the shoulder and chest.
  - g. If possible, all children age 13 and under should ride in the back seat. Any child riding in the front seat in vehicles equipped with front passenger seat air bags should be seated as far back from the air bag as is reasonably possible.
- G. Employees who transport children with disabilities must comply with any transportation requirements specified in the students' individualized family service plans (IFSPs) or individualized education programs (IEPs) and shall be appropriately trained to perform this duty.

In the event that an employee fails to follow the regulations specified above or otherwise abuses the privilege of using an SDCOE fleet vehicle, the assistant superintendent, Business Services, may suspend or deny the employee's use privileges.

#### USE OF PRIVATELY-OWNED VEHICLES

##### Regulations for Use of Privately-Owned Vehicles for Official Business

Employees of the County Superintendent of Schools using their privately-owned vehicles on official business of the San Diego County Office of Education must be informed of and comply with the following regulations:

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1. Employees must carry a valid California Driver License and proof of automobile insurance coverage when operating a privately-owned vehicle.
2. An employee using his/her privately-owned vehicle for official business shall maintain personal automobile insurance coverage as follows:
  - A. \$100,000/\$300,000 for Liability/Bodily Injury
  - B. \$50,000 for Liability/Property Damage
  - C. Collision and Comprehensive insurance coverage is optional.

The employee's personal insurance shall provide primary coverage, with San Diego County Office of Education's insurance providing excess coverage. Employees shall carry verification of insurance coverage when using privately-owned vehicles for official business. Employees using their vehicles for official business on a regular basis should refer to their insurance policies for reporting requirements.

3. The San Diego County Office of Education will not pay for any of the following for an employee's privately-owned vehicle while used on official business or parked at a San Diego County Office of Education facility:
  - A. Collision damage.
  - B. The deductible amount of any insurance claim or adjustment.
  - C. Repair or replacement of vehicle damaged by vandalism or theft of vehicle.
  - D. Damage or theft of vehicle contents, except as may be permitted under Board Policy No. 3516 pertaining to employee's personal property.
  - E. Traffic and/or parking citations issued to the employee while on official business.

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4. Vehicle accidents involving employees driving privately-owned vehicles on official business shall be reported immediately to the Transportation Services Unit. The employee shall also report the accident to the employee's insurance company and within ten days to the California Department of Motor Vehicles if damage exceeds \$750 or there is a death or injury. Personal injuries shall be reported as soon as possible to the Human Resources Unit, and Form 231, *Supervisor's Report of Accident*, shall be completed.

#### Rules for Use of Privately-Owned Vehicles for Official Business

Employees shall observe all of the rules specified above for the use of fleet vehicles when using privately-owned vehicles for official business.

In addition, except in the case of exigent circumstances involving a threat to student safety and/or security, employees are prohibited from transporting students in privately-owned vehicles without explicit, situation-specific permission from the responsible program administrator.

#### Mileage Reimbursement

Employees using their privately-owned vehicles for official business may claim reimbursement for mileage driven in accordance with the following regulations:

1. An employee will be assigned by the appropriate division assistant superintendent to one of two categories for determining mileage reimbursement:

- A. Employees with Assignment to Designated Work Site(s)

Nearly all employees are assigned to a designated work site(s). Employees are expected to travel from/to their work site(s) and return home at their own expense and will accrue mileage for conducting official business after their home-to-work round-trip mileage is subtracted on Form 26, *Reimbursable Mileage for Use of Private Vehicle*.



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- This category applies to unique situations in which special program needs may necessitate that employees cannot be assigned a designated work site in fulfilling their job responsibilities. Special program needs employees accrue mileage for conducting official business after subtracting 30 miles from their daily mileage logs.
2. If an employee is assigned to perform work outside his/her regular work hours that involves the operation of the employee's privately-owned vehicle, reimbursement may be claimed for the mileage required for such assignment.
  3. If an employee is authorized to use his/her privately-owned vehicle instead of a fleet vehicle for transportation to out-of-county activities that are not part of an ongoing field assignment, in lieu of airfare or the mileage reimbursement rate, whichever is less, shall be reimbursed for mileage driven.
  4. Reimbursement for use of a privately-owned vehicle on official business must be claimed no later than three calendar months following the month in which the use occurs. Reimbursement shall be claimed utilizing the San Diego County Office of Education electronic mileage reimbursement system, if the system is accessible to the claimant. Limited term and other employees who do not have access to the electronic mileage reimbursement system shall submit claims for reimbursement on Form 26, *Reimbursable Mileage for Use of Private Vehicle*. Toll charges and parking fees may be reimbursed with appropriate receipts.
  5. The mileage reimbursement rate paid by the San Diego County Office of Education includes the cost of insurance for those miles driven on official business. Mileage reimbursement shall be at or below the IRS-approved rate and is nonreportable as income to the employee. The County Superintendent of Schools may adjust this reimbursement rate to reflect adjustments by the Internal Revenue Service.

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Board Policy: 3516, 3540, 4001, 4013

Administrative Regulation: 3514.1, 3541, 3542, 4001, 4013

Derivation: Former Administrative Regulation No. 3110, Adopted 4/1/81, Amended 4/8/86, 5/1/90, 7/1/91, Amended and Renumbered 3543, 9/13/95, Amended 12/23/03, Amended and Renamed 9/23/04, Amended 6/4/08, 2/27/09, 11/19/12.

Note: Former Administrative Regulation No. 2214.1, Amended and Renumbered 3110, 5/1/90. Former Operational Procedure Nos. 2214.1 and 2214.2, Adopted 1/5/79, Repealed, 9/13/95.

Legal Reference: Education Code  
1081, 35350, 48901  
Vehicle Code  
16020, 16056, 16430, 16541, 23123-23124, 23152-23153, 27315, 27360-27360.5, 27363  
Health and Safety Code  
104420  
Insurance Code  
11580  
County Code of Regulatory Ordinance  
32.801 - 32.804

Management Resources: California Department of Education, Special Education Division:  
[www.cde.ca.gov/sp/se](http://www.cde.ca.gov/sp/se)  
California Department of Education, Office of School Transportation  
[www.cde.ca.gov/ls/tn](http://www.cde.ca.gov/ls/tn)  
California Office of Traffic Safety, *Child Passenger Safety—A Parent's Primer*: [www.ots.ca.gov/pdf/4StepsFlyer.pdf](http://www.ots.ca.gov/pdf/4StepsFlyer.pdf)  
National Highway Traffic Safety Administration: [www.nhtsa.gov](http://www.nhtsa.gov)  
National Highway Traffic Safety Administration, *Car Seat Recommendations for Children*: [www.nhtsa.gov/DOT/NHTSA/Traffic%20Injury%20Control/Articles/Associated%20Files/4StepsFlyer.pdf](http://www.nhtsa.gov/DOT/NHTSA/Traffic%20Injury%20Control/Articles/Associated%20Files/4StepsFlyer.pdf)  
San Diego County Office of Education Fleet Vehicle Safety Training:  
[webcast.sdcoe.net/vehicle070207wmv/](http://webcast.sdcoe.net/vehicle070207wmv/)