

VEHICLE POOL

The following operating procedures are in accordance with SP 3544.1 & AR 3544.1 and the internal procedures of the Butte County Office of Education.

Vehicles:

- The Vehicle Pool consists of several BCOE managed vehicles available to employees to be utilized for business-related purposes. When not in use, vehicles are stored in a secured BCOE parking area, and may be checked-out by employees on a daily or overnight basis.
- The Vehicle Pool is managed by the Maintenance Operations & Facilities (M&O) department, within the Statewide & Local Support Services division.
- The routine maintenance and servicing of each vehicle is tracked in the M&O work order system, to ensure that each vehicle is kept in a safe driving condition for employees.

Program Charges / Gas Cards:

- The Vehicle Pool has been assigned a general fund account, and is used to pay for any costs incurred due to maintenance of the vehicle and gas card usage.
- Gas cards are available with each vehicle, and are located in the glove compartment of each vehicle. All costs placed on the gas cards will be charged to the Vehicle Pool account code.
- When reserving a vehicle, the employee must provide a program account. On a quarterly basis, Fiscal Services will journal expenses from the Vehicle Pool account to the applicable program accounts provided at the time of each vehicle reservation.
- Program/department estimated Vehicle Pool costs should be budgeted in object code **5706**, and the budgeted amount will serve as prior authorization of expense.
- Program charges are determined by mileage traveled during the use of the vehicle, verified by the beginning and ending odometer readings, and calculated utilizing a standard mileage rate of **\$0.45** per mile. These readings and calculations are all tracked by the M&O and Fiscal Services departments.

Reserving a Vehicle:

- To reserve a vehicle, an employee should first check the "Vehicle Pool" calendar available in Outlook to ensure the availability of a vehicle on the day(s) needed. Each vehicle is assigned a unique name and color in the calendar, to allow a visual distinction between the various reservations.
- If availability is determined, the employee should then electronically complete the top section of the Vehicle Reservation Form (BSF-118) and email to the M&O Senior Administrative Assistant using the e-mail address located on form. The BSF-118 form is available on the BCOE website in the Maintenance, Operations & Facilities forms folder.

- When M&O receives the BSF-118, the vehicle reservation will be entered into the Vehicle Pool Outlook calendar, and an e-mail response will be sent to the requester confirming the reservation.
- The driver can pick up the key(s) from the M&O department at 1755 Bird Street, and will at that time be asked to sign the BSF-118 as confirmation of receipt, verification of proper use, possession of valid driver license, and an understanding of the Vehicle Pool policy/procedure.

Driver Responsibilities:

- When reserving a vehicle, the driver should arrange a time with M&O to pick up the key for the vehicle and locked parking area.
- Upon pick-up, the lower section of the BSF-118 will be provided to the driver and includes reservation information. Driver must enter the beginning odometer reading of the vehicle on the provided BSF-118.
- Driver must maintain a valid driver's license, follow generally accepted safe driving practices, obey traffic and mobile phone use regulations, and ensure that all occupants in the vehicle are properly wearing safety belts while the vehicle is in motion.
- The vehicle should remain locked when not in use or left unattended.

Returning the Vehicle:

- The driver must fill up the gas tank prior to return of the vehicle and submit receipt when returning the vehicle.
- Ensure that all personal items and trash have been removed.
- The returned vehicle should be parked and locked in the secured BCOE parking area, located in the back of the deRoco facility, on 1500 Lincoln Blvd.
- Upon completion of the trip, the driver must indicate the ending odometer reading of the vehicle on the provided BSF-118, and report any vehicle issues (i.e.: squeaky brakes).
- The completed BSF-118 form, and key should be returned to the M&O Department.
- If after hours, the key(s), etc. may be returned by depositing them in the M&O Department mail slot.

Restrictions:

- Due to health regulations, tobacco products are prohibited in all vehicles from the pool.
- According to the IRS, personal use of a company-owned vehicle is a taxable fringe benefit, and as such must be included in the taxable gross income of the employee.
- Vehicle and gas card provided are to be used for business-related purposes only. If it is determined that un-authorized personal usage occurred, the employee will be asked to reimburse BCOE for these expenses, and may lose the privilege to utilize vehicles from the pool, per the discretion of the Assistant Superintendent of Statewide & Local Support Services.

- Per the discretion of the applicable division Assistant Superintendent, an employee may pick up a vehicle from the pool the afternoon prior to a trip and take home, if more practical for their needs (i.e.: trip begins very early next morning). The employee's personal vehicle may be left in the secured Vehicle Pool parking area for the duration of the trip, if necessary.
- Employees are financially responsible for any moving violations or parking violations received while utilizing BCOE-owned vehicles from the Pool.
- Due to insurance regulations, only employees are allowed to drive BCOE-owned vehicles from the pool. Authorized passengers consist of BCOE employees or guests associated with the business-related purpose.

Insurance:

- All BCOE-owned vehicles are insured by Bay Area Schools Insurance Cooperative. An Insurance Identification statement is located in the glove box of each vehicle.
- Insurance coverage includes property and liability on the vehicle; towing and repairs are only covered if related to an accident. In case of theft, personal property left in the vehicle is not covered by BCOE insurance.
- If an insurance claim is filed due to an accident that occurred during an employee's use, the deductible (\$1,000) will be charged to the applicable program/department budget. Any expenses paid above the deductible amount will be abated back to the program/department upon insurance claim payment.
- Any necessary repairs must be authorized by the M&O Director or M&O Maintenance Manager.

Accidents:

- In the event of an accident, report to your direct BCOE supervisor as soon as possible, and obtain the:
 - Name, address, phone number of each driver, passenger, and witness
 - Name of insurance company/policy number and license number for each vehicle involved
 - Location details (street, town)
 - Take picture of all vehicles
- An accident report form, located in the glove box of each vehicle, should be completed and returned to the M&O Department.
- Repair of the vehicle due to an accident that occurred during an employee's use, is the responsibility of the applicable program/department, and will be charged to the program/department budget.
- Any necessary repairs must be authorized by the M&O Director or M&O Maintenance Manager.

Breakdown:

- Flat tire repair, emergency tow service, and windshield repair are covered by Enterprise Fleet Management. In the event that assistance is needed, the contact information can be found on the maintenance card located in the glove box of each fleet vehicle.
- In the event of a vehicle breakdown the employee utilizing the BCOE vehicle should be prepared to call for roadside assistance.
- Any employee out-of-pocket expenses related to the vehicle breakdown will be reimbursed; the employee should fill out the BF-69 Reimbursement Claim form, sign, and submit to the M&O Department for approval, as the reimbursement expense will be charged to the vehicle pool account code.