

Business and Noninstructional OperationsEquipment - Rental Cars

A primary goal of the Intermediate Unit is to provide the maximum level of service in the most economical way. The cost of staff transportation is a major factor in providing Intermediate Unit services to school districts. The Intermediate Unit Board will provide leased automobiles to certain employees to maintain staff transportation costs at the lowest possible level and to enable employees to carry out their duties without incurring personal costs for transportation.

Legal Reference: School Code - Section 914-A (11)

Policy Adopted: February 21, 1977

Policy Revised:

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Administrative Guidelines

The Intermediate Unit Board policy to provide leased automobiles for selected employees has two basic objectives: first, to reduce the costs of providing Intermediate Unit services to school districts and second, to reduce the personal costs of employees who must travel many miles in their work. Employees who use leased automobiles are expected to be familiar with and guided by the following information.

USE OF AUTOMOBILES

Leased automobiles shall be used for Intermediate Unit purposes only, not for an employee's private purposes. The principal driver (the person to whom an automobile is assigned) will generally be the operator of the automobile. However, during vacation periods of principal drivers and at such other times as the Executive Director considers appropriate and necessary, other Intermediate Unit employees will use the automobiles for Intermediate Unit purposes according to a plan established by the Executive Director.

SELECTION OF DRIVERS

Intermediate Unit employees with the following vehicle accident-violation history will not be provided leased cars.

Three or more accidents (regardless of fault) in the last three years

One or more type A violations in the last three years

Any combination of accidents and type B violations which equal four or more in the last three years

Designation of type A and type B violations are based on a survey of state point systems. Violations receiving the highest number of points are classed as type A.

Administrative Guidelines - Policy 3541 (continued)

Type A Violations

Driving while intoxicated
Driving under the influence of drugs
Negligent homicide arising out of the use of a motor vehicle
Operating during a period of suspension or revocation
Using a motor vehicle for the commission of a felony
Aggravated assault with a motor vehicle
Operating a motor vehicle without the owner's authority (grand theft)
Permitting an unlicensed person to drive
Reckless driving
Speed contest
Hit and Run (Bodily Injury and Property Damage) driving

Type B Violations

All moving violations not listed as type A violations

RESPONSIBILITIES OF THE PRINCIPAL DRIVER

1. To make certain that the automobile is in good and safe operable condition at all times.
2. To limit passengers to the expressed purpose that "leased automobiles shall be used for Intermediate Unit purposes only."
3. To comply with State and local legal requirements, including the wearing of seat belts.
4. To be liable for all traffic and parking violations incurred in the operation of the automobile. (Fines are not a reimbursable expense.)
5. To report immediately to the Assistant Executive Director any accident of any nature and any damages which may occur to the automobile.
6. To keep a daily log of the trips, mileage, and all expenses incurred in the use of the automobile and submit this log to the Intermediate Unit office at the end of each month.
7. To schedule the automobile for periodic lubrications, oil and filter changes, inspections, and required repairs.
8. To provide a secure and safe place for the automobile when not in use.
9. To keep the interior and exterior of the automobile clean.

Administrative Guidelines - Policy 3541 (continued)

RESPONSIBILITY OF THE ASSISTANT EXECUTIVE DIRECTOR OR HIS DESIGNEE

1. To complete a Motor Vehicle Record Check of each proposed driver of a leased car to determine his/her acceptability.
2. To complete a MVRC annually for all drivers of leased cars.
3. To maintain a file for each driver--file to include the most recent MVRC and current driver's license.
4. To deny the benefit of a leased car to those with unacceptable driving records.
5. To review the policy and guidelines with all drivers annually before the beginning of each school term.

INSURANCE COVERAGE

The leased automobiles subject to these guidelines are insured under the Intermediate Unit comprehensive automobile insurance policy which provides insurance coverage for accidents occurring when the automobiles are operated in the course of Intermediate Unit business and when operated by authorized personnel of the Intermediate Unit.

Administrative Guidelines Adopted: February 21, 1977

Revised Guidelines Adopted: