

Chicago Public Schools Policy Manual

Title: FLEET MANAGEMENT

Section: 401.15

Board Report: 05-0323-PO1

Date Adopted: March 23, 2005

Policy:

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Chicago Board of Education ("Board") adopt a new Fleet Management Policy.

PURPOSE: The purpose of this Policy is to ensure the proper care and control of Chicago Public School ("CPS") corporate vehicles ("vehicles"), including automobiles, trucks, vans, passenger and non-passenger, on and off road vehicles, whether owned or leased.

INTRODUCTION: The Department of Operations – Fleet Management ("Fleet Management") leases or has purchased a variety of vehicles for use in conducting CPS business. CPS vehicles are available to eligible CPS employees or officials ("Employee(s) or Official(s)") for use in the performance of their duties. The use of CPS vehicles by CPS employees or officials is a privilege not a right. Fleet Management may issue guidelines as necessary to implement the requirements and procedures contained in this Policy.

POLICY TEXT:

1. INVENTORY FOR OWNED OR LEASED VEHICLES

1.1 Inventory Size

As part of CPS' effort to reduce fleet-related costs, Fleet Management will maintain a limited number of CPS owned or leased vehicles as part of its inventory approved by the CEO.

1.2 Vehicle Acquisition

Vehicle acquisitions exceeding the present inventory will only be allowed if the type of vehicle to be acquired is not available within CPS' fleet inventory or is available within CPS' fleet inventory, but needs to be replaced due to its condition. Vehicle acquisitions must be supported by: (1) written justification for the need to acquire an additional vehicle, and (2) A written approval from the Chief Executive Officer, his designee, as well as Board approval when required by Board procurement Rules and policies.

1.3 Vehicle Disposition

A vehicle may be disposed of when any of the following apply to the vehicle in question:

- 1) Seven (7) years old or older;
- 2) Mileage is over 100,000;
- 3) No longer needed or being used;
- 4) Not operable;
- 5) Operable, yet the cost to maintain or repair it is either (a) greater than the vehicle's value, or (b) greater than the cost of replacing the vehicle;
- 6) Deemed a total loss by the Department of Risk Management ("Risk Management") following a collision or other casualty.

Fleet Management is responsible for reviewing the inventory list annually or as needed to identify vehicles that should be decommissioned according to these criteria.

1.4 Inventory Records

Fleet Management is responsible for maintaining an accurate inventory of CPS' vehicles and a record of departmental vehicle assignments. Fleet Management shall report the inventory of all CPS corporate vehicles to Risk Management annually and will individually report new vehicle acquisitions throughout the year. Department/Unit Directors are responsible for reporting, in writing, any vehicle assignment changes to Fleet Management immediately.

2. USAGE OF CPS VEHICLES

2.1 Vehicle Usage Types

CPS corporate vehicles fall into two (2) major categories, based on the type of usage:

- 1) 24-Hour Vehicles: Vehicles assigned to a CPS employee or official on a 24-hour basis with take-home privileges.
- 2) Departmental Pool Vehicles: Vehicles assigned to a department with no take home privileges.

2.2 Authorized Usage of CPS Vehicles

The use of CPS owned or leased vehicles, before, during or after regular work hours is intended for official CPS business only. CPS vehicles are to be used solely for activities related to the direct benefit of CPS, with the exception of reasonable circumstances. Reasonable circumstances include, but are not limited to, circumstances relative to employee safety. The Chief Executive Officer or designee will be responsible for determining whether circumstances of CPS vehicle usage are reasonable. CPS employees and officials may not permit unauthorized persons to operate a CPS vehicle.

2.3 Improper Usage of CPS Vehicles

Improper usage of CPS vehicles includes, but is not limited to, use of a vehicle when not authorized, use of vehicle for non-business activities, negligent driving, failure to meet CPS' preventive maintenance requirements, ineligibility to drive, violation of this Policy, or any State of Illinois driving regulations.

2.4 Driver Criteria and Requirements

(a) General Requirements

No CPS employee or official shall be authorized to drive CPS owned or leased vehicles unless they hold a valid driver's license (not expired, suspended, or revoked) and meet ALL criteria in this Policy and Illinois State Driving Regulations. The driver's license must be appropriate for the type of vehicle used. Further, CPS employees and officials who drive CPS vehicles are subject to the Board's Rules and policies regarding drug and alcohol testing.

Employees and officials requesting to operate a CPS vehicle must complete the CPS Vehicle Use Agreement and Certification Form(s) issued by Fleet Management. All completed forms should be forwarded to Fleet Management, 16th Floor. Driving privileges may be denied or suspended if employees/officials, have had any of, but not limited to, the violations listed below within the past five (5) calendar years, based on the date of disposition, settlement or conviction:

(1) Unauthorized Usage of a CPS Vehicle, including:

- Using a CPS vehicle for non-business activities
- Allowing, or negligently failing to prevent, an unauthorized person including CPS employees/officials who are ineligible, to operate a CPS vehicle

(2) Invalid or Fraudulent Driver's License, including:

- Driving with a denied, expired or suspended license
- Providing false information to the Secretary of State to obtain a driver's license
- Possessing, displaying or attempting to use a fraudulent license and/or submit a fraudulent application related to driving a motor vehicle

(3) Driving Under the Influence of Drugs or Alcohol, including:

- Driving while intoxicated or under the influence of drugs or alcohol
- Driving while ability is impaired
- Failure or refusal to take drug/alcohol screens
- Failing to pass drug/alcohol screens

(4) Reckless Driving, including:

- Certain traffic violations such as railroad crossing violations and failure to stop for a school bus picking-up or dropping-off children
- Drag racing
- Leaving the scene of an accident
- Homicide, manslaughter or assault arising out of the operation of a motor vehicle

(5) Criminal Activity, including:

- Use of a vehicle during the commission of a felony
- Theft or attempted theft of a motor vehicle or motor vehicle parts
- Committing a drug or sex crime while operating or in direct physical control of an automobile
- Aggravated fleeing from the police (driving away from the police when directed to stop)

(b) Driving as Part of the Job and Reporting Changes in Driver Eligibility

Prior to being hired for, or transferred to, a CPS position that requires driving, an applicant or employee must provide a copy of his/her driver's license to Fleet Management and the Department of Human Resources for approval. Fleet Management will conduct regular reviews of an employee's/official's driver license status and eligibility to drive which shall include obtaining a motor vehicle report on such driver. Fleet Management may obtain motor vehicle reports on CPS drivers at least three (3) times a year.

Employees/officials cited for any driving-related offense at any time while holding a CPS position with driving requirements, must immediately inform their department/unit Director and Fleet Management of such offense. Fleet Management will determine if an employee/official is ineligible to continue driving due to a driving-related offense. If the employee/official is deemed ineligible, the CPS vehicle and other items associated with the vehicle must be immediately returned to Fleet Management.

When an employee/official with driving privileges terminates their employment or transfers to another position, the CPS vehicle, vehicle keys, gas card and other items associated with the vehicle must be immediately turned over to Fleet Management.

Drivers must meet all requirements set forth in section 2.4 (a) of this Policy. Driver ineligibility prohibits an employee/official from operating a CPS vehicle.

(c) Individuals Authorized 24-Hour Vehicle Usage

24-hour vehicles will be assigned to:

- (1) The Board President,
- (2) The Chief Executive Officer,
- (3) The Chief Education Officer, and,
- (4) CPS employees with justification for the need of a CPS vehicle as described in Section 2.5 below (e.g. individuals who must respond to emergency situations on a 24-hour basis).

Only the employee/official to whom the vehicle was assigned, or their approved designated driver, may operate the vehicle. Drivers of a 24-hour vehicle must meet all requirements set forth in section 2.4 (a) of this Policy. Once a year, or as requested, CPS will assess assignments and use of 24-hour vehicles and make changes when appropriate.

(d) Individuals Authorized For Departmental Pool Vehicle Usage

At the discretion of the Chief Executive Officer or designee, CPS vehicles may be assigned to specific departments to support their operational needs. Employees/officials authorized to drive departmental pool vehicles must work in the department to which the vehicle was assigned, unless otherwise authorized by the departmental Chief Officer or Director. Drivers of a Departmental Pool vehicle must meet all requirements set forth in section 2.4 (a) of this Policy.

2.5 Usage Authorization Procedures

(a) Authorization Procedures for 24-Hour Vehicle Usage

Authorization for an employee/official, other than the Board President, Chief Executive Officer or Chief Education Officer, to have a 24-hour vehicle must be justified in writing by the departmental Chief Officer or Director and approved by Fleet Management.

Fleet Management will ensure that the driver who will be assigned the 24-hour vehicle has the appropriate driver's license and completes all necessary forms. Authorized employees/officials must first complete the CPS Vehicle Use Agreement Certification Form(s) issued by Fleet Management prior to use of a vehicle. Fleet Management will obtain and review the driver's license information and motor vehicle record upon the initial request for a vehicle and on at least an annual basis, or more frequently as needed thereafter.

If Fleet Management determines that an employee or official is ineligible to drive a CPS vehicle according to CPS' criteria and the Illinois State Driving Regulations, notification will be sent to the employee, their departmental Chief Officer or Director, Human Resources and the Chief Executive Officer or designee. Any such proof of an employee's/official's ineligibility to drive a CPS vehicle will automatically prohibit an employee/official from using any CPS vehicles.

The Chief Operating Officer will make a final decision on a vehicle usage request based on the justification for a 24-hour CPS vehicle. Risk Management must be notified and copied with the Chief Operating Officer's written approval for a 24-hour vehicle assignment.

Prior to releasing a 24-hour vehicle, Fleet Management must ensure that both the Chief Operating Officer or designee and Risk Management have approved, in writing, the vehicle assignment. Fleet Management is also responsible for keeping on file, a copy of the authorized driver's license, motor vehicle report(s) CPS Vehicle Use Agreement Certification Form(s) and the written approvals from the Chief Operating Officer or his designee.

(b) Procedures for Departmental Pool Vehicle Usage

Authorized employees/officials may access departmental pool vehicles by first completing the CPS Vehicle Use Agreement Certification Form(s) issued by Fleet Management prior to use of vehicle. Also the daily Log of Departmental Vehicle Use Form issued by Fleet Management must be completed for all vehicle uses. These completed forms shall be forwarded to Fleet Management upon request.

After using a CPS vehicle, the driver must enter starting and ending mileage, the parking space number, and any vehicle problems discovered on the Log of Departmental Vehicle Use Form, at which time he/she must return keys and gas card to the employee's Department Director. Departmental vehicles keys and gas cards cannot be taken home and must be returned to the employee's department on a daily basis, unless otherwise authorized by the department Director. The department Director must report any violations of this Policy or procedure to Fleet Management immediately.

Department Directors may grant occasional "take-home" use of departmental pool passenger vehicles to their staff under reasonable circumstances. In such cases, the employee, official must obtain permission from their department Director. Permission will only be valid for and restricted to singular cases as described above. CPS vehicles taken home must be returned to the CPS the next day or as soon as reasonably possible.

2.6 Transporting Other CPS Employees and Non-CPS Employees in CPS Vehicles

(a) Transporting of Adults in CPS Vehicles

Employees/officials may transport other adults in a 24-hour or departmental pool vehicle, whether the passengers are CPS employees or not, provided ALL of the following requirements be met:

- (1) The transportation is related to CPS business;
- (2) The driver is authorized to drive the vehicle; and,
- (3) The vehicle used is a passenger vehicle.

(b) *Transporting of Minors in CPS Vehicles*

Minors must not be transported in CPS vehicles except in extraordinary circumstances and only when Fleet Management is contacted and the appropriate approvals are secured.

3. VEHICLE MAINTENANCE AND REPAIRS

3.1 Driver's Responsibilities Related to Maintenance and Repairs

CPS vehicles must be serviced and maintained according to factory recommendations and/or by the maintenance and repair schedule established by Fleet Management or by the contracted leasing company. Employees/officials driving CPS vehicles are responsible for keeping the vehicle clean inside and out, checking the condition of the vehicle and reporting any damage or failures to Fleet Management. Drivers of CPS vehicles must ensure that all maintenance and repairs are performed or scheduled only through Fleet Management.

3.2 Fleet Management Responsibilities Related to Maintenance and Repairs

Fleet Management is responsible for keeping a record of all reported vehicle problems, scheduling routine and non-routine maintenance repairs, and ensuring that maintenance is performed by the contracted leasing company.

Fleet Management will provide instructions to employees/officials and departments that have assigned vehicles (either 24-hour or departmental pool vehicles) regarding when and where to take their vehicle for routine and non-routine maintenance. If the condition of the vehicle makes it unsafe to drive, Fleet Management will make alternate arrangements, such as road service or towing to facilitate repair.

Fleet Management will schedule routine maintenance for CPS vehicles based on mileage. Fleet Management is responsible for notifying employees, officials, and departments of scheduled maintenance appointments to ensure routine maintenance and Illinois State Driving Regulations requirements such as license plate renewals are met. If routine vehicle maintenance requirements are not met by the date specified by Fleet Management, authorization to use the vehicle will be suspended until maintenance is performed. Employees/officials and departments will be notified in writing of their failure to comply with maintenance procedures and suspension of driving privileges for the vehicle. Use of the vehicle during such suspension will be considered unauthorized and in violation of this Policy.

4. DAMAGE AND ACCIDENT REPORTING PROCEDURES

4.1 Reporting Non Accident-Related Damage

Drivers are responsible for regularly checking the body, tires, and fluid levels of the CPS vehicle they are using. Any damage to the body or tires, as well as mechanical damage or failure as a result of wear and tear or vandalism, must be reported within 24 hours to Fleet Management. The vehicle must then be turned over to Fleet Management for repairs.

If a breakdown occurs on the road, drivers should immediately contact Fleet Management for assistance and instruction for repair, which may include road service or towing. If the breakdown takes place outside the Chicago metropolitan area, the driver will be reimbursed for towing and repair costs paid out of his/her pocket upon providing original receipts for the emergency repairs to Fleet Management.

4.2 Reporting Accidents and Accident-Related Damage

When a CPS vehicle is damaged as a result of an accident and the employee/official driving the vehicle is not seriously injured, he/she must immediately report the accident to the contacts shown below, in the order listed.

- 1) Police Department
- 2) Supervisor or Department Director
- 3) Risk Management (773-553-3310), and
- 4) Fleet Management (773-553-2867)

(a) Fleet Management Responsibilities:

Upon receiving a report of a vehicle accident, Fleet Management will (1) notify or dispatch any other persons to the accident site as required; (2) remind the driver of the procedures to follow after an accident; (3) provide/arrange towing if the vehicle is inoperable; (4) inspect any damage to the vehicle; and, (5) schedule an appointment for repairs, if necessary.

(b) Driver Responsibilities:

The CPS driver involved in an accident will (1) report to the designated clinic for a medical evaluation which includes drug/alcohol testing in accordance with the Board's drug/alcohol testing Rules and policies, regardless of whether the driver is injured; (2) complete the information section of the CPS vehicle accident pamphlet located in the glove compartment of the CPS owned or leased vehicle as well as a CPS Incident Report form and fax to Risk Management; (3) to the extent possible, preserve evidence by not altering the accident scene; (4) turn over the vehicle to Fleet Management for damage inspection during normal operational hours or take the vehicle to the location designated by Fleet Management for repairs; (5) do not discuss the accident or claim with anyone except an authorized representative of Risk Management, Fleet Management or law enforcement agencies; (6) cooperate fully with CPS' third-party administrator/insurance company and assist them in the investigation of all losses; (7) forward all reports, correspondence, legal documents, police reports, medical bills, etc. to Risk Management and Fleet Management immediately upon receipt; and, (8) refer all inquiries regarding reported claims to Risk Management.

(c) The Supervisor or Department Director of the Employee/Official Responsibilities

The Supervisor or Department Director of the Employee or Official driving the CPS vehicle involved in an accident shall ensure that: (1) the driver receives immediate medical attention and also call the CPS' Workers Compensation Reporting Line (312-850-2263) if the driver was injured; (2) the driver files a Police Report as soon as possible after the accident and if possible, at the scene of the accident, and submits the report to Risk Management and Fleet Management; (3) the driver submits to drug and alcohol testing in accordance with the Board's drug/alcohol testing Rules and policies, regardless of whether injured or not, as immediately as practical under the circumstances. The Department Director or supervisor must ensure the medical facility is notified in order to conduct the drug and alcohol tests.

(d) Risk Management Responsibilities:

Upon receiving a report of a vehicle accident, Risk Management will: (1) keep a record of the accident including all related documentation, (2) handle all accident investigation, claims adjusting as well as insurance claims filings related to the accident as necessary. Risk Management will provide annual proof of insurance for all corporate vehicles to Fleet Management. Risk Management may issue guidelines as necessary to implement the post-accident requirements and procedures contained in this Policy.

4.3 Theft or Attempted Theft

Employees/officials must report immediately to Fleet Management the theft or attempted theft of the CPS Vehicle or CPS property from the vehicle.

5. PARKING AND MOVING VIOLATIONS

Payment of all parking and moving violations received while driving a CPS vehicle or a personal vehicle in the course of CPS employment are the personal responsibility of the driver. Failure of the driver to pay the fines will cause the loss of driving privileges of CPS vehicles and may result in disciplinary action, up to and including termination of employment.

6. FUELING OF CPS VEHICLE

6.1 Fueling Locations

Fueling of CPS vehicles will only be provided through the use of a gas card at designated City of Chicago's Department of Fleet Management fueling locations. When driving within the Chicago metropolitan area, fueling at other gas stations will not be reimbursable. However, since the City's fueling stations are only located within Chicago, when driving outside the Chicago metropolitan area, fueling at any gas station will be reimbursable upon submission of original receipts.

6.2 Authorization and Termination of Gas Card Usage

Fleet Management will assign a gas card only to CPS drivers authorized to drive a CPS vehicle on a 24-hour basis. Employees/officials using departmental pool vehicles will have access to a gas card only when assigned a vehicle and must return the gas card upon returning the vehicle and keys. The issuing departmental/unit Director will be responsible for retrieving gas cards from employees/officials upon their resignation or termination.

7.0 POLICY VIOLATION

All CPS Employees and Officials must comply with this policy. Employees who violate or fail to comply with this policy may be subject to temporary/permanent suspension of driving privileges as well as disciplinary action in accordance with the Board's Employee Discipline Rules and Policies, up to and including termination.

8.0 EFFECTIVE DATE

This policy shall take effect upon approval by the Board. However, CPS employees and officials who began driving CPS owned or leased vehicles prior to March 23, 2005 will have 60 calendar days to comply with all driver eligibility and documentation requirements described in this Policy.

Amends/Rescinds:

Cross References:

Legal References: