



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** District-Owned Vehicles; Policies, Procedures and Responsibilities

**NUMBER:** BUL-6401.1

**ISSUER:** Dr. Thelma Meléndez de Santa Ana, Chief Executive Officer  
Office of Educational Services

Donald Wilkes, Director  
Transportation Services Division

**DATE:** September 1, 2016

**POLICY:** This is a policy of the Superintendent of Schools.

**MAJOR CHANGES:** This Bulletin replaces BUL-6401.0 District-Owned Vehicles; Policies, Procedures and Responsibilities, dated October 20, 2014. Issuer information has been updated.

**GUIDELINES:**

**I. INTRODUCTION**

The District maintains a fleet of vehicles for the sole purpose of conducting support services for schools and offices. The Transportation Services Division is responsible for ensuring the District’s fleet is maintained, cost efficient, and adheres to District policy and legal requirements.

This Bulletin communicates the District’s policy regarding the acceptable use of District-Owned vehicles.

Permanent District Employees who are authorized to drive a District vehicle either for daily work, a pool car, or an assigned take-home vehicle must familiarize themselves with and adhere to District policies regarding the appropriate use of District-Owned vehicles and vehicle safety.

**II. ACCEPTABLE USE OF DISTRICT VEHICLES**

Employees may use District-Owned vehicles only for official business and work-related activities. Cars and vans used to transport employees on District business may not be taken home or used for personal business.

Employees assigned take-home vehicles may use those vehicles for commuting to and from work. For further information on take-home vehicle responsibility, see BUL-3820.0, Fringe Benefits Reporting for Personal Use of District Vehicles, Division of Accounting and Disbursements, Office of the Chief Financial Officer.

**III. DEPARTMENT SCHOOL / DIVISION PURCHASES & FUNDING LINE**

Preventable maintenance and emergency response services are not automatically absorbed by the District. Anytime a vehicle is introduced into the District fleet there is a cost to register and maintain the vehicle. The operating department requesting the new purchase must provide a funding line for the vehicle’s maintenance.

<b>ROUTING</b>
Executive Staff
Local District Administrators
Central Offices
School Staff



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## POLICY BULLETIN

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### IV. RESPONSIBILITIES

#### A. Administrator

1. It is the responsibility of the Division, Local District Administrator, Branch or Site Administrator, to ensure that District vehicles are used in accordance with the policies and procedures outlined in this Bulletin, including:
  - a. Maintaining an updated list of employees who drive District vehicles.
  - b. Ensuring and approving the use of vehicles by employees with a valid California Driver's License only.
  - c. Monitoring vehicle and fuel usage to ensure compliance with this Bulletin and District Policies regarding the use of District equipment/property and fuel purchased with District resources.
  - d. Ensuring that vehicles are properly maintained.
  - e. Ensuring the timely submission of credit card fuel receipts.

2. Administrators or designees must maintain a Daily Vehicle Log (Attachment A) for the use of vehicles.

#### B. Authorized Permanent District Employees

1. Employees must physically possess their California Driver's License while operating District vehicles and shall not drive a vehicle for District service while his/her driver's license has expired, been suspended, or revoked. Any authorized driver who is convicted of a Department of Motor Vehicles (DMV) violation or whose license is suspended/revoked must report this situation to his/her supervisor within one (1) business day of notification. Traffic tickets for mechanical/equipment violations should be referred to the Transportation Services Division; however, tickets for traffic violations are the financial responsibility of the employee.
2. Employees must obtain prior approval from their administrator or designee as a condition for pool vehicle use.
3. Employees who drive District-Owned vehicles must comply with all Federal, State, and local laws pertaining to the use of the vehicle. Employees will be personally responsible for fines or other penalties based upon parking and traffic violations and citations, or violations of law involving the use of the vehicle.
4. The District is not responsible for personal items left in District-Owned vehicles.
5. Consultants are not considered District employees and are not authorized to drive a District vehicle.

#### C. Financial Responsibility and Documentation

Motor vehicle drivers are required by State law to show proof of financial responsibility upon request by a law enforcement officer. The District vehicle fleet is self-insured. All employees assigned vehicles for use while on District



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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business are covered by the District's self-insurance program. A copy of the vehicle registration form as well as the Notice of Financial Responsibility (Attachment B) can be found and must be kept in the glove compartment of the vehicle at all times.

In the event of an accident involving the District vehicle, a District Motor Vehicle Accident/Incident Report must be completed (Attachment C). The report form is available on-line at the Transportation Services Division website at <http://achieve.lausd.net/transportation>.

Pool vehicles must not be used for personal business and may not be taken home.

### D. Vehicle Maintenance

1. All regular maintenance of District-Owned vehicles is the responsibility of the Fleet Maintenance Section of the Transportation Services Division. A sticker on the driver side doorpost contains the date and mileage when service is due. Vehicles requiring repairs in excess of the vehicle's "Blue Book" value will be removed from service and requires the operating department to identify replacement options. The Director of Transportation or designee has the sole authority to determine if a vehicle will ultimately be repaired. Please reference (Attachment D) titled Additional Information Regarding Use of District Vehicles for more detailed information on vehicle repairs and accidents.
2. Employees who drive District-Owned vehicles must keep the vehicle clean and maintain proper fuel and fluid levels in the vehicle at all times. All gasoline powered vehicles are to be fueled only with regular (87-octane) unleaded gasoline.
3. Employees assigned a take-home vehicle who resign, retire, take an extended leave of absence, leave the position for which the vehicle was provided, or elect not to use it must:
  - a. Remove all personal items from the vehicle.
  - b. Return all District-issued items kept in the vehicle to the appropriate office.
  - c. Return the vehicle and all spare keys to the repair garage.
  - d. Notify the Controller's Office.
  - e. Return all District credit cards to the issuing office.
  - f. For further information please review BUL-3820.0 Fringe Benefits Reporting for Personal Use of District Vehicles, Division of Accounting and Disbursements, Office of Chief Financial Officer.

Vehicle breakdowns and accidents should be reported to Bus Dispatch at (1-800-LABUSES/1-800-522-8737) or, if the vehicle is equipped, by radio on the District's radio frequency. After normal working hours or weekends, please call School Police at (213) 625-6631 and/or the Transportation Services Division, Fleet Maintenance emergency number at (213) 580-2909.



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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## V. SAFETY

Every driver shall be familiar with and observe all State of California Vehicle Codes, and local traffic rules and ordinances, including traffic control signs, posted speed limits, parking restrictions, and other applicable rules and regulations governing vehicle operation.

It is the responsibility of the employee to visually inspect the vehicle prior to its use to ensure that the vehicle is in a safe and clean operating condition (e.g. material/equipment that obstructs the driver's vision and/or may cause injury in the event of an accident).

## VI. IMPROPER USE OF A DISTRICT VEHICLE

Employees may have vehicle privileges suspended or revoked, may be subject to disciplinary action, and may be liable to the District for costs resulting from any misuse of a District-Owned vehicle. Examples of infractions that could lead to cancellation of the use of a District vehicle and possibly result in disciplinary action include:

- a) using a District-Owned vehicle for other than official District business, except as specifically permitted by this policy;
- b) failure to adhere to maintenance schedules resulting in unsafe operation and/or unnecessary District expense;
- c) driving a District vehicle without a valid California Driver's License and/or failure to report a suspended license;
- d) noncompliance with applicable traffic laws, unsafe driving practices or abuse of the vehicle;
- e) smoking in District-Owned vehicles;
- f) failure to use proper fuel;
- g) improper fuel card usage;
- h) removal of Official LAUSD identifying logos without written executive level authorization from the Chief Executive Officer;
- i) transporting unauthorized passengers on a regular basis such as non-District employees, family members, or friends;
- j) failure to report an accident or wrongfully leaving the scene of an accident; or
- k) multiple preventable accidents causing financial loss to the District.

Instances of non-compliance with any of the policies and procedures regarding use of District vehicles may result in the revocation of vehicle privileges, and a report to the Superintendent or his/her designee, who will follow-up with the appropriate administrator for the office involved.

**ATTACHMENTS:** Attachment A - Daily Vehicle Log  
Attachment B - Notice of Financial Responsibility  
Attachment C - Motor Vehicle Accident Report  
Attachment D - Additional Information Regarding Use of District Vehicles

**AUTHORITY:** This is a policy of the Superintendent of Schools.



## LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**RELATED  
RESOURCES:**

BUL-3820.0 - Fringe Benefits Reporting for Personal Use of District Vehicles  
Division of Accounting and Disbursement, Office of the Chief Financial Officer

BUL-3822.1 - W-2 Fringe Benefit Reporting for Users of District-Owned Vehicles,  
Accounting and Disbursement Division

BUL-5269.2 - Incident System Tracking Accountability Report (ISTAR)  
School Operations, Office of the Superintendent

BUL-6488.0 - Drug, Alcohol and Tobacco-Free Workplace  
School Operations, Office of Educational Services

**ASSISTANCE:**

For assistance or further information please contact the Transportation Services Division,  
at (213) 580-2920.

**DAILY VEHICLE LOG**

OFFICE \_\_\_\_\_ LOCATION CODE \_\_\_\_\_

TELEPHONE NUMBER ( ) - \_\_\_\_\_ VEHICLE NUMBER \_\_\_\_\_

BEGINNING

ODOMETER READING

DATE	EMPLOYEE NAME (Print First & Last Name Clearly)	CA DRIVER'S LICENSE NO. & EXPIRATION DATE	DESTINATION	PURPOSE OF TRIP	TIME OUT	TIME RETURN	STARTING MILEAGE	ENDING MILEAGE
/ /		/ /			: am	: am		
/ /		/ /			: pm	: pm		
/ /		/ /			: am	: am		
/ /		/ /			: pm	: pm		
/ /		/ /			: am	: am		
/ /		/ /			: pm	: pm		
/ /		/ /			: am	: am		
/ /		/ /			: pm	: pm		
/ /		/ /			: am	: am		
/ /		/ /			: pm	: pm		
/ /		/ /			: am	: am		
/ /		/ /			: pm	: pm		
/ /		/ /			: am	: am		
/ /		/ /			: pm	: pm		
/ /		/ /			: am	: am		
/ /		/ /			: pm	: pm		
/ /		/ /			: am	: am		
/ /		/ /			: pm	: pm		
/ /		/ /			: am	: am		
/ /		/ /			: pm	: pm		


**PLEASE MAKE COPIES AND KEEP IN VEHICLE.**

ENDING

ODOMETER READING

## DISTRICT-OWNED VEHICLES, POLICIES, PROCEDURES AND RESPONSIBILITIES

1. Complete all information requested below.
2. Make a copy for office files.
3. A **copy** of the Vehicle Registration Form as well as the Notice of Financial Responsibility are to be kept in the glove compartment of the vehicle at all times.

	<h3>NOTICE OF FINANCIAL RESPONSIBILITY</h3>
<p>THIS MOTOR VEHICLE, A _____ YEAR</p> <p>_____, MAKE AND MODEL</p> <p>_____, TYPE OF VEHICLE</p> <p>WITH VEHICLE NUMBER _____</p> <p>IS OWNED BY THE LOS ANGELES UNIFIED SCHOOL DISTRICT. THE LOS ANGELES UNIFIED SCHOOL DISTRICT IS A SELF-INSURED PUBLIC AGENCY. PLEASE DIRECT ALL INQUIRES ABOUT THIS ACCIDENT TO THE OFFICE SHOWN BELOW.</p> <p>THIS INFORMATION SHOULD BE GIVEN TO YOUR INSURANCE COMPANY.</p>	
<p>LOS ANGELES UNIFIED SCHOOL DISTRICT RISK FINANCE AND INSURANCE SERVICES P.O. BOX 513307, 28<sup>th</sup> Floor LOS ANGELES, CA 90051-1307 (213) 241-3126 Toni Tosello, Liability Claims Coordinator Risk Finance and Insurance Services</p>	

# MOTOR VEHICLE ACCIDENT/INCIDENT REPORT

REPORT NUMBER \_\_\_\_\_  
FOR OFFICE USE ONLY

<b>ACCIDENTS</b>		Follow Instructions (As determined by Supervisor) <input type="checkbox"/>	
<b>BUS OPERATIONS &amp; FLEET MAINTENANCE</b>	<b>TRUCK OPERATIONS</b>	<b>ALL OTHER DIVISIONS, OFFICES &amp; UNITS</b>	
Complete this form and contact assigned Driver Trainer or bring to:	Complete this form and bring to:	Send one signed typewritten copy of this form to:	
Transportation Services Division Safety Center 115 N. Beaudry Avenue Los Angeles, CA 90012 TEL (213) 580-2903	Truck Operations 8525 Rex Road Pico Rivera, CA 90660 Attention: Larry Turgeon Truck Operations Manager TEL (562) 654-9001	<b>U.S. MAIL</b>	<b>SCHOOL MAIL</b>
		Division of Risk Management Insurance Services P.O. Box 513307 Los Angeles, CA 90051-1304	Division of Risk Management Restitution Unit Beaudry Building, 28 <sup>th</sup> Floor TEL (213) 241-3127 FAX (213) 241-8993
<b>INCIDENTS</b>		Follow Instructions (As determined by Supervisor) <input type="checkbox"/>	
<b>BUS OPERATIONS &amp; FLEET MAINTENANCE</b>	Complete this form using ONLY the section that pertains to your particular incident. Submit to your immediate Supervisor.		

**COMPLETE ALL INFORMATION REQUESTED – Type or print information clearly**

**EMPLOYEE INFORMATION**

I.D. # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ COMPANY \_\_\_\_\_ ROUTE \_\_\_\_\_

**PERSON REPORTING DRIVER OF DISTRICT VEHICLE (V1)**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ LAUSD EN # \_\_\_\_\_  
(If Applicable)

Job Title \_\_\_\_\_ LAUSD E-Mail \_\_\_\_\_ @ lausd.net

Home Address \_\_\_\_\_ ( ) - \_\_\_\_\_  
**not** P.O. Box \_\_\_\_\_ City/Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_  
 Cell  Home

Work Location \_\_\_\_\_ ( ) - \_\_\_\_\_  
City/Zip Code \_\_\_\_\_ Work Telephone & Ext. \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Expiration Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Vehicle Lic. No. \_\_\_\_\_  
mm / dd / yy

**ACCIDENT INFORMATION**

**ACCIDENT/INCIDENT** Sun / Mon / Tue / Wed / Thur / Fri / Sat **DATE** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **TIME** \_\_\_\_ : \_\_\_\_  A.M.  P.M.

**EXACT LOCATION OF ACCIDENT/INCIDENT** \_\_\_\_\_  
Street / Address \_\_\_\_\_ City \_\_\_\_\_

**VEHICLE #1** \_\_\_\_\_  
(District Vehicle) Year \_\_\_\_\_ Make \_\_\_\_\_ Model/Type \_\_\_\_\_ Unit # \_\_\_\_\_

**PARTS DAMAGED** \_\_\_\_\_  
Right Front Fender, Right Rear Door, Front, etc., be specific.

**WERE PASSENGERS ABOARD V1?**  YES  NO **DISTRICT EMPLOYEE/S?**  YES  NO  
Number of Passengers \_\_\_\_\_ *List names of passengers on additional form/page.*







**LOS ANGELES UNIFIED SCHOOL DISTRICT  
TRANSPORTATION SERVICES DIVISION**

**MOTOR VEHICLE ACCIDENT/INCIDENT REPORT**

V1	AREA	
<input type="checkbox"/>	Rural Roadway	
<input type="checkbox"/>	Residential	
<input type="checkbox"/>	Business/Shopping	
<input type="checkbox"/>	Freeway	
<input type="checkbox"/>	Open Field	
<input type="checkbox"/>	Private Road	
<input type="checkbox"/>	Other	
V1	V2	OPERATING AREA
<input type="checkbox"/>	<input type="checkbox"/>	Non-Intersection
<input type="checkbox"/>	<input type="checkbox"/>	Entering Driveway
<input type="checkbox"/>	<input type="checkbox"/>	Leaving Driveway
<input type="checkbox"/>	<input type="checkbox"/>	Construction Zone
<input type="checkbox"/>	<input type="checkbox"/>	Parking Lot
<input type="checkbox"/>	<input type="checkbox"/>	Parked and unattended
<input type="checkbox"/>	<input type="checkbox"/>	Other
V1	V2	INTERSECTION
<input type="checkbox"/>	<input type="checkbox"/>	Nearing
<input type="checkbox"/>	<input type="checkbox"/>	In
<input type="checkbox"/>	<input type="checkbox"/>	Leaving
NUMBER OF LANES		
<b>Your Side</b>		
<b>Opposing</b>		

V1	V2	TERRAIN
<input type="checkbox"/>	<input type="checkbox"/>	Level
<input type="checkbox"/>	<input type="checkbox"/>	Upgrade
<input type="checkbox"/>	<input type="checkbox"/>	Downgrade
<input type="checkbox"/>	<input type="checkbox"/>	Hillcrest
<input type="checkbox"/>	<input type="checkbox"/>	Paved
<input type="checkbox"/>	<input type="checkbox"/>	Unpaved
<input type="checkbox"/>	<input type="checkbox"/>	Dry
<input type="checkbox"/>	<input type="checkbox"/>	Wet
<input type="checkbox"/>	<input type="checkbox"/>	Straight
<input type="checkbox"/>	<input type="checkbox"/>	Curve
V1	V2	CONTROL DEVICES
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Signal
<input type="checkbox"/>	<input type="checkbox"/>	Stop Sign
<input type="checkbox"/>	<input type="checkbox"/>	Yield Sign
<input type="checkbox"/>	<input type="checkbox"/>	None
<input type="checkbox"/>	<input type="checkbox"/>	Other
V1	V2	MOVEMENT
<input type="checkbox"/>	<input type="checkbox"/>	No Speed Change
<input type="checkbox"/>	<input type="checkbox"/>	Increasing Speed
<input type="checkbox"/>	<input type="checkbox"/>	Slow/Stopping
<input type="checkbox"/>	<input type="checkbox"/>	Stopped
<input type="checkbox"/>	<input type="checkbox"/>	Rolling
<input type="checkbox"/>	<input type="checkbox"/>	Backwards/Reverse

V1	V2	DIRECTION
<input type="checkbox"/>	<input type="checkbox"/>	Straight Ahead
<input type="checkbox"/>	<input type="checkbox"/>	Backward
<input type="checkbox"/>	<input type="checkbox"/>	Right Turn
<input type="checkbox"/>	<input type="checkbox"/>	Left Turn
<input type="checkbox"/>	circle one	Lane Change R or L
circle one	<input type="checkbox"/>	Lane Change R or L
<input type="checkbox"/>	<input type="checkbox"/>	Does Not Apply
V1	WEATHER	
<input type="checkbox"/>	Clear	
<input type="checkbox"/>	Rain	
<input type="checkbox"/>	Fog	
<input type="checkbox"/>	Dusty	
<input type="checkbox"/>	Snow/Ice	
<input type="checkbox"/>	Night	
<input type="checkbox"/>	Daylight	
V1	DIST. VEHICLE TYPE	
<input type="checkbox"/>	Car	
<input type="checkbox"/>	Bus	
<input type="checkbox"/>	Truck	
<input type="checkbox"/>	Other	
TRAFFIC CONDITIONS		
<input type="checkbox"/>	Heavy	
<input type="checkbox"/>	Light	

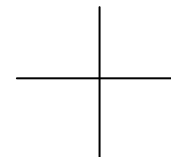
**DRAW DIAGRAM SHOWING WHERE ACCIDENT OCCURRED**

Make sure to fill in the names of all the streets on which you were traveling, and the nearest cross streets. Mark an X on the diagram to show the point of impact. Indicate directions for reference on diagram. Identify your vehicle as V1, other vehicle(s) as V2, V3, etc.

**USE THESE SYMBOLS:**  Stop Sign  Other Warning Sign  Traffic Signal

**V1** Where your vehicle stopped after accident. Draw a solid line ( — ) for your path of travel.

**V2** Where other vehicle stopped after accident. Draw a broken line ( - - - ) for the path of other vehicle.



**THE FOREGOING IS TRUE TO THE BEST OF MY KNOWLEDGE**

Signature of Driver _____	Date _____
Name of Supervisor / Print _____	Title _____
Signature of Driver's Supervisor _____	Date _____
Name of District Investigator / Print _____	Title _____
Investigator's Division/Office _____	Telephone No. ( ) -

**FOR SAFETY CENTER USE ONLY**

<input type="checkbox"/> Preventable	<input type="checkbox"/> Non-Preventable	<input type="checkbox"/> Found Damage	<input type="checkbox"/> Number of Prior Accidents _____
Accident Code _____		Comments _____	

## ADDITIONAL INFORMATION REGARDING THE USE OF DISTRICT VEHICLES

Please keep a copy in glove compartment of the vehicle.

### VEHICLE MAINTENANCE

- For new vehicles, take the car to the assigned garage facility for servicing at 3,500 miles for the first check-up.
- After the initial services, the garage staff will place a sticker inside the driver's doorpost notifying the driver when the car is to be taken in for the next scheduled service. Please call the assigned maintenance garage in advance to schedule the appointment.
- For all other vehicles, take the car in for service as posted on the sticker inside the driver's doorpost.
- Failure to bring vehicles to the garage for scheduled maintenance may result in the suspension or revocation of vehicle privileges.
- For vehicle repairs, please call the services desk for the assigned District Garage. Generally, vehicles are assigned to the closest garage near the employee's work location:

BUSINESS SERVICES GARAGE
604 E. 15 <sup>th</sup> Street Los Angeles, CA 90015 (213) 743-3593

GARDENA GARAGE
18421 S. Hoover Street Gardena, CA 90248 (310) 515-3165

SAN JULIAN GARAGE
1425 S. San Pedro Street Los Angeles, 90015 (213) 743-3679

SEPULVEDA GARAGE
8920 Sepulveda Blvd. North Hills, CA 91343 (818) 997-2643

SUN VALLEY GARAGE
11247 Sherman Way Sun Valley, CA 91352 (818) 982-1459

- Any questions or concerns regarding vehicle maintenance should be referred to the assigned garage supervisor or the Transportation Services Division, Fleet Maintenance Office at (213) 580-2960.

### VEHICLE ACCIDENT

In the event of an accident:

- Evaluate the accident scene and provide emergency assistance as necessary. Call 911 to request police and/or paramedics if necessary.
- Contact your immediate supervisor and School Police notifying them of the location and severity of the accident or by the District's radio frequency if the vehicle is equipped with a two-way-radio.
- Obtain the other party's name, driver's license number, home address, telephone number and all pertinent insurance information and provide your information, including the **Notice of Financial Responsibility** (see **Attachment B**).
- If the vehicle is not drivable, call the closest garage listed above for further instructions or call the Transportation Services Division, Fleet Maintenance Emergency Number at (213) 580-2909 during non-business hours.
- Fill-out the **Motor Vehicle Accident/Incident Report** (Attachment C) and forward the completed/signed form to:

BUS OPERATIONS & FLEET MAINTENANCE	TRUCK OPERATIONS	ALL OTHER DIVISIONS, OFFICES & UNITS	
Complete this form and contact assigned Driver Trainer or bring to:	Complete this form and bring to:	Send one signed typewritten copy of this form to:	
<b>Transportation Services Division Safety Center</b> 115 N. Beaudry Avenue Los Angeles, CA 90012 TEL (213) 580-2903	<b>Truck Operations</b> 8525 Rex Road / Pico Rivera, CA 90660 Attention: Larry Turgeon Truck Operations Manager TEL (562) 654-9001	<b>U.S. MAIL</b>	<b>SCHOOL MAIL</b>
		<b>Division of Risk Management Insurance Services</b> P.O. Box 513307 Los Angeles, CA 90051-1304	<b>Division of Risk Management Restitution Unit</b> Beaudry Building, 28 <sup>th</sup> Floor TEL (213) 241-3127 / FAX (213) 241-8993