District Vehicle Use Authorization/Agreement (EEBA-E-1)

Name: _____ School/Department: _____

Address: _____

Best Contact Phone: _____ Date of Birth: _____

Driver's License #: _____ State: _____ Expiration Date: _____

Vehicle Assigned: _____

Within the scope of my employment with Academy District 20, I have been given permission by the authorizing department administrator to operate district vehicles as part of my job responsibilities. I hereby agree to operate district vehicles subject to the rules and conditions set forth in the attached policy EEBA and procedure EEBA-R.

I acknowledge district vehicles, owned or leased, shall be used for the conduct of official district business and the use of such vehicles for personal purposes is prohibited, other than vehicles may be used for meal and break stops when taken in the course of district business as long as it does not materially increase the number of miles driven.

Any use of the take home vehicle other than driving between the staff member's residence and approved work site during non-duty hours shall be of de minimis use. Personal use in excess of the de minimis use previously defined in procedure EEBA-1-R is not permitted.

☐ **Commuter Use** *(Check box for those issued a take home vehicle)*
For those issued a take home vehicle, the term *commuter use* is defined by the Internal Revenue Code (IRS) as using an employer provided vehicle to travel from home to work and or from work to home. The value of *commuter* use is taxable and will be computed by the district. The district uses the Commuting Valuation Method for determining taxable value. The IRS states we are to use $1.50 per one-way commute for travel between the staff member's residence and the primary place of work. This method may only be used for vehicles covered by a written policy that allows commuting but no other personal use, other than de minimis. The district will withhold the appropriate income tax using the regular withholding tables. This amount is/is not considered PERA includable salary.

Annually, you will be required to provide payroll with a reporting of days you used a district vehicle to commute to and from work (see attached District Vehicle Staff Representation Regarding Use EEBA-E-2). Pursuant to the IRS publication 535, the annual value of commuting will be included on the staff member's W-2 form and shall be in accordance with IRS rules and regulations. Please address any taxing questions to the Payroll Supervisor.

Additionally, the district may request a copy of the driver's personal auto coverage when given a take home vehicle. Staff members are encouraged to maintain a policy with limits of $100,000/$300,000 bodily injury and $50,000 in property damage; ensure the coverage is extended to non-owned vehicles from their personal insurance carrier. This may be requested, because driver's may be personally liable for damages resulting from the staff member's own negligence, misuse or abuse while operating a district vehicle outside the scope of the district's employment.

Accident Reporting
Pull off the road safely and check for injuries and contact the local Emergency Services Number, i.e. 911 or rescue/sheriff's department. Contact Transportation Dispatch (719-234-1400) for all Transportation vehicles and Risk Management (719) 234-1262 for all other vehicles. If after regular business hours, call

District Vehicle Use Authorization/Agreement (EEBA-E-1)

Security Dispatch at (719) 234-1800, identify yourself by name and as a staff member of the district. Advise that you have been in an accident while operating a district vehicle, give the location of the accident and telephone number where you can be reached. If speaking with Security Dispatch, ask them to contact the Director for Risk Management and your corresponding department.

It is the responsibility of the staff member who was involved in an accident (or their immediate supervisor) to complete a School Transportation Vehicle Accident Report Form. Reports are to be completed and submitted to the department supervisor within 24 hours of the time of the accident.

Vehicle Maintenance
Operation of district vehicles, whether such vehicle does or does not require a CDL license, necessitates that I perform a pre-trip inspection of the vehicle as outlined in EEBA-R. I agree to follow the parameters of the pre-trip inspection program.

Should the vehicle experience mechanical malfunctions while under my operation, I agree to contact the appropriate fleet maintenance department. If after hours, I will call Security Dispatch.

Motor Vehicle Records
I agree to allow Academy District 20 to obtain periodic Motor Vehicle reports regarding my driving record as it relates to my current position.

PLEASE ATTACH A LEGIBLE COPY OF CURRENT DRIVER'S LICENSE AND DECLARATIONS PAGE OF YOUR AUTO INSURANCE IF THE COMMUTER USE BOX IS CHECKED ABOVE.

By signing below, you acknowledge you have been given a copy of the District Vehicles Procedure – EEBA-R and have had the opportunity to ask clarifying questions regarding the procedure. Additionally, by signing this form, you agree to the terms and conditions set forth in the procedure. Failure to comply with these terms and conditions may result in disciplinary action, up to and including termination.

Staff Member Signature	Date
Supervisor Signature	Date

Adopted: July 1, 2019