



OXFORD PUBLIC SCHOOLS

USE OF SCHOOL DISTRICT VEHICLES

Vehicle Availability. District vehicles are available for use by District employees for District-related activities on a temporary or short-term basis only. Vehicles are not meant for permanent or long-term use. Personal use is strictly prohibited. Use of vehicles is a privilege and may be denied if privileges are abused.

Fleet List. The vehicle fleet consists of the following: (1) 2008 Ford Econoline 11-passenger van; (1) 2012 Ford E-350 11-passenger van; and (1) 2014 Ford E-350 11-passenger van.

Operators. All operators must be approved by Oxford Public Schools prior to use of a vehicle. Operators must provide a copy of his/her valid Driver's License.

Requesting Use. Please complete and send the attached Request to Use District Vehicles Form to either the High School or COFFEE Building Administrator, OR in their absence, to the Director of Finance and Operations as soon as your need for a vehicle arises. Every effort will be made to accommodate each request, however, reservations are made on a first-come, first-served basis.

Vehicle keys will not be issued until a properly completed request form and copy of the operator's valid Driver's License are submitted.

Returning Vehicles. Vehicles should be returned immediately after use – vehicles shall not be taken to personal residences under any circumstances unless approved by the Director of Finance and Operations. Vehicles should be returned in clean condition and ready for use by another party.

Fuel. Vehicles should be returned with the fuel tank FULL, or at least $\frac{3}{4}$ FULL. Gas may be obtained at the Oxford DPW yard with the gas key fob. Alternately, receipts should be retained for reimbursement purposes.

Mileage. The operator should note the vehicle mileage at the beginning and end of each trip and report this data to the administrator who authorizes use of the vehicle. Mileage must be recorded for each vehicle use.

Interior. Smoking and eating in all District vehicles is prohibited. Report any evidence of same immediately.

EZPass. Toll transponders are installed in all vehicles and should not be removed under any circumstances.

Safety Seat Belts. Massachusetts law requires that all passengers and drivers wear safety seatbelts. It is the responsibility of the operator to see that all passengers obey this law.

Mechanical Failures. Any mechanical problems with a vehicle should be reported immediately to the Director of Finance and Operations. This includes, but is not limited to: low oil level, low tire pressure, steering/braking problems, lights/wipers/horn not working properly. If you experience a flat tire, dead battery, or breakdown and need assistance, *you should contact a tow truck company and have the vehicle returned to the Town of Oxford Department of Public Works. You may then contact and make arrangements with a transportation service to safely transport passengers to the next destination. You will be reimbursed for all related expenses incurred due to mechanical failures upon submission of receipts. Employees may also temporarily sign-out the District's debit card to be used during these types of emergency situations.

Accidents/Vandalism/Stolen. If the vehicle is involved in an accident, vandalized, incurs body damage, or is stolen, please contact the Director of Finance and Operations immediately and the local authorities, if necessary. Vehicle insurance information is located in the vehicle's glove box. You should then follow the process outlined above under Mechanical Failures*. Please retain all receipts for related expenses incurred.

Violations. Payment for all traffic and parking violations shall be the sole responsibility of the operator.