

ADOPT A NEW FLEET MANAGEMENT POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

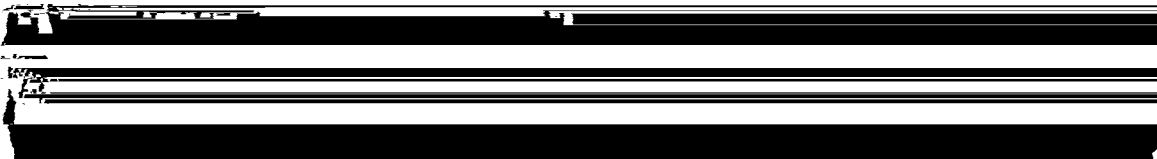
That the Chicago Board of Education ("Board") adopt a new Fleet Management Policy.

PURPOSE: The purpose of this Policy is to ensure the proper care and control of Chicago Public School ("CPS") assets, vehicles, including automobiles, trucks, vans, passenger and



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.



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:

[REDACTED]

(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:

2.5 Usage Authorization Procedures

~~(c) Authorization Procedures for 24 Hour Vehicle Usage~~

Authorization for an employee/official, other than the Board President, Chief Executive Officer or Chief

~~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;

(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

1 ? Reporting Accidents and Accident Related Damages

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:*

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 not be provided through the use of private gas stations 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