

April 26, 2023

RESCIND BOARD REPORT 05-0323-PO1 AND ADOPT NEW FLEET MANAGEMENT & OPERATIONS POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Chicago Board of Education (“Board”) rescind Board Report 05-0323-PO1, Fleet Management Policy and adopt a new Fleet Management and Operations Policy. This policy was posted for public comment from February 17, 2023 to March 17, 2023.

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, MFSAB (Multi-Function School Activity Bus), 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.

SAFETY STATEMENT:

Chicago Public Schools remains committed to providing and maintaining a safe working environment. CPS is committed to protecting the citizens of the communities where it conducts business. All drivers’ commitment to the policies outlined in this document are vital to providing and maintaining a safe driving culture within our company.

POLICY TEXT:

I. INVENTORY FOR OWNED OR LEASED VEHICLES

A. 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 as approved by

and alcohol testing.

Employees and officials requesting to operate a CPS vehicle must complete the *CPS Vehicle Usage Agreement and Certification Form(s)* and sign the Policy Agreement Form issued by Fleet Management. All completed forms must be forwarded to Fleet Management (fleetmanagement@cps.edu). For existing CPS employees whose driving privileges may have been revoked according to requirements of this policy, contact Fleet Management (fleetmanagement@cps.edu) for information regarding an appeal process. Driving privileges may be denied or suspended if employees/officials have had any of, or engaged in, but not limited to, the violations listed below depending on the level of severity and pervasiveness:

a) **Unauthorized Usage of a CPS Vehicle, including:**

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

b) **Invalid or Fraudulent Driver's License, including:**

- i. Driving with a denied, expi hxdin1 ()0.5 (deni)1.4 (ed5P)3.3 cq.3.5 ()0.6 (eof)3.6

- iii. Committing a drug or sex crime while operating or in direct physical control of an automobile
 - iv. Aggravated fleeing from the police (driving away from the police when directed to stop)
- f) **Multiple Driving violations, including:**
- i. More than 4 moving violations within the last 3 years
 - ii. One or more major conviction in the last 5 years

g) Employee Discipline Pol

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.

4. **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 II.D.1 of this Policy.

5. **Usage Authorization Procedures**

a) 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)*

- b) remind the driver of the procedures to follow after an accident;
- c) provide/arrange towing if the vehicle is inoperable;
- d) inspect any damage to the vehicle; and,
- e) schedule an appointment for repairs, if necessary.

3. **Dri**

VIII. EFFECTIVE DATE

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Fleet Policy Acknowledgement Form

I, _____, hereby acknowledge that I have received and read a copy of the Chicago Public Schools, Policy Manual. I agree to comply with the policies and procedures contained in the policy. I understand that following the policies and procedures in this Fleet Management Policy is an important part of my responsibilities and failure to follow any of them shall result in disciplinary action up to and including termination of employment.

Employee Name

Employee Signature

Date

VEHICLE INCIDENT REPORT FORM

Use this form to report accidents, injuries, medical situations

Date of Report:

1. PERSON INVOLVED

Full Name: _____ Address: _____

Identification: Driver's License No. _____

Phone: _____ E-Mail: _____

2. THE INCIDENT

Date of Incident: _____ Time: _____ AM PM

Location: _____

Describe The Incident: _____

3. INJURIES

Was anyone injured? Yes No

If yes, describe the injuries: _____

4. WITNESSES

Were there witnesses to the incident? Yes No

If yes, enter the witnesses' names and contact info: _____

5. POLICE / MEDICAL SERVICES

Police Notified? Yes No If yes, was a report filed? Yes No

Was medical treatment provided? Yes No Refused

If yes, where was medical treatment provided? On site Hospital

6. PERSON FILING REPORT

Signature: _____ Date: _____

Print Name: _____