

Policy Reference No. 8830
Title: DISTRICT MOTOR POOL
Section: SUPPORT SERVICES

DISTRICT MOTOR POOL

PROCEDURE

1. Overall management of the District Motor Pool will be the responsibility of the Director of Administrative Services.

2. Definition of Terms:

Category I--Full-use Vehicles: Any vehicle that is regularly used four hours or more during the working day, or is technically unique from all other vehicles, and is therefore not available for interdepartmental use.

Category II--Mini-motor pool vehicles: All other vehicles, usually a passenger car or van, for which a "sign-up" schedule is the primary means of assigning use.

3. Assignment Procedures:

3.1 All Full-use vehicles will be permanently assigned to the department where they will be used. These assignments will be reviewed annually as a part of the budget preparation and review process. At that time, based upon usage and cost data, with input and recommendations from the respective department heads, vehicle assignments for the succeeding year will be made by the Director of Administrative Services.

3.2 All Mini-motor pool vehicles will be available at a single location for check-out to users on a first-come, first-served basis only, except that uses for student travel will typically have priority over other local travel. Requests for Mini-Motor Pool vehicles will be handled through the business office.

3.2.1 Use is generally limited to District employees; however, in connection with field trips when planned in accordance with Policy #3340, non-school employees are allowed to drive. They must, of course, be judged as responsible individuals and have an appropriate valid driver's license.

3.2.2 All use will be in accordance with District procedures.

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Title: DISTRICT MOTOR POOL
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3.3 Personal use of vehicles is prohibited. Certain personnel may be assigned full-time use of a vehicle when such is judged to be at the convenience of the district. For these personnel assigned full-time use direct travel to and from work is not considered personal use. For others, taking a vehicle home is allowed only when a specific assignment requires it. Accounting for such use will be in accord with current Internal Revenue Service regulations.

4. Cost Allocations for all use will apply as follows:

4.1 Full-use vehicles. Costs will be calculated on an annualized basis, using the following factors:

- Depreciation of vehicle:
 - Trucks, Vans and Equipment: 10 year, S.L.
 - Automobiles: 7 year, S.L.
- Maintenance/Repair costs: actual (previous year)
- Fuel/oil: actual(previous year)

4.2 User departments will estimate the annual cost for each assigned vehicle, including these costs in their budgets for each fiscal year. The annual depreciation factor will be transferred each year to the Motor Pool fund to be applied toward future purchase of replacement vehicles.

4.3 Mini-motor pool vehicles. Costs will be calculated on a mileage basis, and charged against the appropriate user budget account. The following formula will be used to determine mileage rates:

(Annual Depreciation + Annual Operating Costs) = Mileage rate Annual Mileage

5. Purchase of new or replacement vehicles.

Most new vehicles will be purchased via the annual state SPI vehicle contract available in mid-winter of each school year. Exceptions will be authorized by the Assistant Superintendent for Management Services.

Policy Reference No. 8830

Page 3 of 3

Title: DISTRICT MOTOR POOL

Effective Date:

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- 5.1 Departmental purchases will be identified during the annual budgeting cycle. These purchases will be to replace those vehicles permanently used by that department. Budgeting funds to the Motor Pool account, paragraph 4.3 above, represents one source of data in determining the allocation of funds toward the purchase of new vehicles. Also to be considered is the condition of existing vehicles, the operating needs of the various departments and mini-motor pool, and the overall prioritized needs of the Bellevue School District.
- 5.2 Mini-motor pool purchases will be accomplished in much the same manner, except that recommendation for purchases will be by the Director of Administrative Services.
- 5.3 Used vehicles may be purchased in accordance with procedures established by the Purchasing Department.
- 6. Surplus Vehicle Sales.

When the end of the useful life of a vehicle is reached, it will be identified as surplus by the Director of Administrative Services, upon the recommendation of the user department. All surplus vehicles will be disposed of in accordance with Policy #7220.