

Protocols for Use of Maintenance, Mechanics, Grounds and Other Department Vehicles (not including School Buses)

August 2014

1. The Business Office will comply with NJSA 6A:23A-6.11(a)(1) in controlling the inventory of each of the District's vehicles
2. The Business Office will obtain the driving record of all operators of districts' vehicles in compliance with NJSA 6A:23A-6.11 (a) (2). This will be performed in the beginning of the school year and no later than October of each year.
3. The Maintenance and repair of each district vehicle will be kept and maintained by the Supervisor of Mechanics as described under 6A:23A-6.11 (a) (3).
4. All district vehicles will be used for School Business only. When an employee leaves the district, they must notify their Supervisor.
5. Vehicles will be assigned by the respective Supervisor of Each Department with a list given to the Assistant Superintendent of Business. As new employees are hired or assignments changed, each Supervisor must approve the change of vehicles and send the list to the Business Office for final approval.
6. Each employee who is assigned a vehicle must keep a weekly accounting of the mileage driven each week. At the end of each week, each employee will e-mail the odometer readings to the Assistant Superintendent of Business and copied to their respective supervisor.
7. Any damage to the vehicle or accident must be reported immediately to his or her Supervisor. A record is then forwarded to the Assistant Superintendent within 24 hours.
8. All drivers assigned to each vehicle are responsible for the security of the vehicle and its contents.
9. All drivers are responsible for ensuring that both registration and insurance cards are with the vehicles at all times.
10. The assignment of vehicles will be based on the Supervisors' judgment for purposes of district emergencies needs that occur with the maintenance of our school buildings. The assignment list for maintenance and mechanic vehicles going home will be approved by the both the Assistant Superintendent of Business and the Superintendent.

Fragrance Protocol

There are students and staff with sensitivities or allergies to strong fragrances. Those sensitivities and allergies may be chemically based, such as perfume, fabric softeners, and collagen. Some sensitivities and allergic reactions are triggered by cut flowers or plants. We ask that everyone remain respectful of those with sensitivities and allergies. Reasonable accommodations may be necessary. Please remember they did not choose to have this sensitivity or allergic reaction and your cooperation is greatly appreciated.