



VEHICLE USAGE AGREEMENT

This is an agreement between the Jefferson County Public Schools (JCPS) and the employee that is authorized to operate a JCPS-owned vehicle. Only approved JCPS employees are permitted to operate JCPS-owned vehicles. Employee must have a valid driver's license for the assigned vehicle. If, for any reason, the employee's driver's license has been suspended, the employee **must** immediately notify his/her supervisor and shall not operate a JCPS-owned vehicle.

ALL JCPS VEHICLES ARE FOR OFFICAL BUSINESS USE ONLY

DEPARTMENT: _____ DATE: _____

EMPLOYEE'S NAME: _____ POSITION: _____

EMPLOYEE'S COUNTY OF RESIDENCE: _____

Initial one	Vehicle number	Priority	Criteria																
		Priority 1 Seasonal (December 1 st – March 15 th)	Employees whose job requires the use of a vehicle in the discharge of their duties during off-hours or seasonally. Employees will pay all applicable taxes on \$3.00 each workday in accordance with the personal commuting rules as outlined by the Internal Revenue Service (IRS), but the commute rate established by the Board will be waived. Seasonal is during the period of December 1 st – March 15 th when inclement weather is predicted. Attached vehicle usage information form must be completed and submitted to the Manager of Payroll by March 30 th for number of days commuted during the seasonal period.																
		Priority 1 Exempt	Exempt only applies to “on call” mechanics and technicians whose vehicles meet IRS criteria. These employees do not pay the applicable taxes on \$3.00 each workday. Indicate vehicle type. <table><tr><td></td><td>Vehicle w/loaded gross weight over 14,000 lbs</td><td></td><td>Pickup truck under 14,000 lbs w/raised side panels</td></tr><tr><td></td><td>Delivery truck w/driver only seat or jump seat</td><td></td><td>Pickup truck under 14,000 lbs w/other heavy equip.</td></tr><tr><td></td><td>Pickup truck under 14,000 lbs w/hydraulic lift gate</td><td></td><td>Vans under 14,000 lbs w/permanent shelves in cargo</td></tr><tr><td></td><td>Pickup truck under 14,000 lbs w/permanent tanks</td><td></td><td>Vans under 14,000 lbs w/open cargo area</td></tr></table>		Vehicle w/loaded gross weight over 14,000 lbs		Pickup truck under 14,000 lbs w/raised side panels		Delivery truck w/driver only seat or jump seat		Pickup truck under 14,000 lbs w/other heavy equip.		Pickup truck under 14,000 lbs w/hydraulic lift gate		Vans under 14,000 lbs w/permanent shelves in cargo		Pickup truck under 14,000 lbs w/permanent tanks		Vans under 14,000 lbs w/open cargo area
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		Priority 2	Employees are assigned the use of a vehicle during scheduled work hours, but shall park the vehicle at their assigned location at the end of the workday.																
	N/A	Priority 3	“Pool vehicles” are assigned by the Cost Center Head.																

- Employees assigned **Priority 1 and Priority 2** vehicles and Cost Center Heads responsible for **Priority 3** vehicles are responsible for having the vehicles serviced when notified by the Vehicle Maintenance Department.
- Employees are responsible for the cleanliness of their vehicle. Smoking is not permitted in a JCPS vehicle.
- Seat belts are to be worn by all persons at all times when the vehicle is in motion. Safe driving practices and lawful use must be adhered to when operating JCPS vehicles. Hitchhikers are not permitted to ride in JCPS vehicles.
- Vehicles are not to be taken out of Jefferson County without prior authorization. (Franklin County, Kentucky is exempt).
- Employee must report all damage and accidents promptly to the Security Office (485-3121) and to the Insurance Office (485-3313).
- JCPS will pay all operating and maintenance expenses for the vehicle, including all reasonable parking and toll charges. Receipts are required and are the responsibility of the employee. Safe parking is the responsibility of the employee.
- All district employees who drive a JCPS vehicle shall be included in the JCPS Alcohol and Controlled Substance Program and shall be tested in accordance with this program.

I HAVE READ THE ABOVE, FULLY UNDERSTAND AND AGREE, AND WILL COMPLY AS A CONDITION FOR THE USE OF ANY JCPS-OWNED VEHICLE.

EMPLOYEE'S SIGNATURE _____

COST CENTER HEAD'S SIGNATURE _____

SUPERINTENDENT DESIGNEE'S SIGNATURE _____

FOR SIGNATURE, send completed original form to: Davida O'Bannon, CB Young Bldg. 1. After signature, copies will be sent to the Chief Financial Officer, Director of Safety and Environmental Services, Director of Vehicle Maintenance, the employee, and the employee's Cost Center for file.