



SECURITY & INVESTIGATIONS UNIT VEHICLE USAGE AGREEMENT

This is an agreement between the Jefferson County Public Schools (JCPS) and a School Safety Officer or other sworn law enforcement officer of the Security and Investigations Unit who is authorized to operate a JCPS-owned vehicle. The officer must have a valid driver's license for the assigned vehicle. If, for any reason, the officer's driver's license has been suspended, the officer must immediately notify their supervisor and shall not operate a JCPS-owned vehicle.

ALL JCPS VEHICLES ARE FOR OFFICAL BUSINESS USE ONLY

DATE: _____

EMPLOYEE NAME: _____

POSITION: _____

EMPLOYEE ID NUMBER: _____

EMPLOYEE COUNTY OF RESIDENCE: _____

VEHICLE NUMBER: _____

ELIGIBLE OFFICERS

A JCPS School Safety Officer or other sworn officer of the Security and Investigations Unit may drive the JCPS-owned vehicle assigned to them in accordance with this agreement if the officer's job requires the use of a vehicle and the equipment stored in the vehicle in the discharge of their duties. As a sworn officer, this includes being on call for the rapid and immediate response to emergencies and life-threatening events.

- A JCPS vehicle shall not to be taken out of Jefferson County without prior authorization, except an officer may drive the vehicle assigned to them to and from their county of residence and park the vehicle at their home when off-duty.
- An officer whose assigned vehicle meets IRS criteria for on call use is not subject to the otherwise applicable \$3.00 per workday tax.
- An officer is responsible for having the vehicle serviced when notified by the Vehicle Maintenance Department.
- An officer is responsible for the cleanliness of their vehicle. Smoking is not permitted in a JCPS-owned vehicle.
- Seat belts shall be worn by all persons at all times when a JCPS-owned vehicle is in motion. Safe driving practices and lawful use shall be adhered to when operating a JCPS-owned vehicles. Hitchhikers are not permitted to ride in JCPS-owned vehicles.
- An officer shall report all damage and accidents promptly to the Office of the Security and Investigations Unit (502-485-3121) and to the Insurance Office (502-485-3313).
- JCPS will pay all operating and maintenance expenses for the vehicle, including all reasonable job-related parking and toll charges. Receipts are required and are the responsibility of the officer. Tolls paid during the commute between home and work are the responsibility of the officer. Safe parking is the responsibility of the officer.
- An officer who drives a JCPS-owned 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.

OFFICER SIGNATURE _____

EXECUTIVE ADMINISTRATOR OF SECURITY & INVESTIGATIONS SIGNATURE _____

CHIEF OF STAFF SIGNATURE _____

FOR SIGNATURE, SEND COMPLETED ORIGINAL FORM TO: Amanda Satterly, Coordinator, Fiscal Operations - CB Young Building. 1. After signature, copies will be sent to the Director of Safety and Environmental Services, the officer, and the Office of the Security and Investigations Unit for file.