

Provo City School District
Policy Series 6000: Finance and Operations



6650 P1

District Vehicle Accountability (“White Fleet”)

Maintenance / Repair Log – 6650 F2

District vehicles are to be fueled only on accounts approved by PSD Purchasing Department and maintained / repaired only at businesses approved by PSD Purchasing Department. Records of fuel purchases, repairs and bill payments must be maintained using the Maintenance / Repair Log 6650 F2. A separate Maintenance / Repair Log must be retained for each department vehicle. All Maintenance / Repair Logs must be turned in to the district Business Office / Risk Management every six months by June 30th and December 31st.

Driver Log – 6650 F1

A separate Driver Log must be retained for each department vehicle. Employee must pass the state required on-line drivers test. Employees who have vehicles assigned to them are not required to fill out daily driver logs (i.e. Facilities, Transportation, Warehouse).

Employees agree to follow the required State Risk Management driver’s terms, including an online test. (Test may be taken at <http://www.risk.utah.gov/driver-video-and-test1.html>)

Vehicle Incident Report – 6650 F3

In the event of an accident, please complete the Incident Report. Send the report, digital pictures of damages, police report, and any witness statements to the District Business Office / Risk Management.

Approved: May 15, 2017