

Provo City School District
Policy Series 6000: Finance and Operations



Policy No. 6650

District Vehicle Accountability (“White Fleet”)

Vehicles Included - Provo School District owns and operates several types of vehicles. This policy includes, but is not limited to, maintenance vehicles, special education vehicles, school owned vans, driver’s education vehicles, and every other district owned vehicle, but excludes school buses.

Fuel - District vehicles are to be fueled only on accounts approved by Provo School District Purchasing Department to ensure the most economic purchase and ensure tax-exempt purchases where appropriate. Records of fuel purchases and bill payments must be maintained by Provo School District, or by the school making the purchase.

Maintenance / Repairs - Vehicles shall be appropriately maintained / repaired only at businesses approved by the Provo School District Purchasing Department. Purchasing maintains a list of approved facilities and the types of services they provide. All maintenance / repairs must follow Policy 6210 Purchasing. Records of all maintenance / repair purchases must be maintained by the school of Provo School District for at least two years.

Vehicle Registration - Vehicle registrations will be delivered to the Transportation Office not later than May 30th of each school year for renewal. Transportation will provide new vehicle registrations before school starts the following August.

Accountability - Each school / department must establish a vehicle control system to ensure all drivers are school district employees (except driver education students); all drivers meet all state training requirements, trips / miles / needed repair / fuel are accounted for on a vehicle log, and key control is maintained.

Legal References:
Utah Code R37-1

Synopsis
Risk Management rules

Cross References:
PCSD Policy 6210

Synopsis
Purchasing

Approved by Board of Education:
Revised:

March 11, 2014
May 15, 2017