



## **SURPLUS VEHICLES ISSUED TO HIGH SCHOOLS PROCEDURE (TRN-P017)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for issue and use of surplus vehicles to High Schools.

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Vehicle Maintenance Manager and High School Principals

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer (COO)

### **4.0 DEFINITIONS:**

- 4.1 Surplus Vehicle: A school system vehicle deemed surplus that is issued to a high school for intra Montgomery County use.
- 4.2 SLT: Senior Leadership Team consists of the Director of Schools, Chief Financial Officer, Chief Academic Officer, Director of Secondary Education, Director of Elementary Education, Chief Operations Officer, Chief Human Resources Officer, Chief Communications Officer, Chief Technology Officer, Curriculum & Instruction Coordinator and Management Representative.

### **5.0 PROCEDURE:**

- 5.1 Principal or COO prepares vehicle transfer request (ref. [INV-F004](#)).
- 5.2 The COO presents the request to the SLT for approval/disapproval. The decision is communicated to the requesting principal.
  - 5.2.1 If the request is disapproved this procedure ends.
- 5.3 Surplus vehicles approved for issue are inspected by the vehicle maintenance department and delivered to the high school or picked up at the operations complex.
- 5.4 The principal receiving the vehicle will ensure that the vehicle is operated only by authorized drivers according to [TRN-A002](#). Only CMCSS faculty or staff are authorized to operate surplus vehicles. Students and parents are not authorized to operate system vehicles on or off our campuses.
  - 5.4.1 Out of county travel in surplus vehicles requires the prior approval of the Vehicle Maintenance Manager.
- 5.5 Fueling and associated cost of fuel will be the responsibility of the high school.
- 5.6 The vehicle maintenance department will service the surplus vehicle according to the vehicles maintenance instructions and record results on the 15,000 Mile Preventive Maintenance Check form (ref. [MNT-F005](#)) and Transportation Department Work Order.
  - 5.6.1 Vehicles must be turned in to the Operations Complex during the last week of school.

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5.7 The vehicle maintenance department is available to assist with maintenance and repairs of the surplus vehicle.

5.8 All costs for servicing, maintenance and repair of the surplus vehicle are the responsibility of the school.

### 6.0 ASSOCIATED DOCUMENTS:

6.1 E-mail copy of request for surplus vehicle

6.2 15,000 Mile Preventive Maintenance Check ([MNT-F005](#))

6.3 Transportation Department Work Order (electronic)

6.4 Material Transfer Form ([INV-F004](#))

6.5 Use of School System Owned Vehicles Other Than School Buses ([TRN-A002](#))

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
E-mail request, 15,000 Mile Preventive Maintenance Check, Transportation Work Order	Vehicle Maintenance File	Life of the vehicle	Destroy upon sale	Secured Building

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/08/04		Initial Release
10/29/04	A	Remove procedure from maintenance and place under transportation, change Maintenance Manager to Vehicle Maintenance Manager
11/09/07	B	Update, 5.1 to include COO, 5.4 emphasizing who will drive vehicles and where and 5.6 regarding when maintenance will be done, revise flowchart
12/11/07	C	Add INV-F004 in 5.1 and 6.4; add operations complex to 5.3 and parents to 5.4.
1/24/08	D	Add TRN-A002 to 5.4 and Associated Documents, update flowchart
6/30/09	E	Update 4.2, add 5.4.1 and 5.6.1 and flowchart.

### 9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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# Surplus Vehicles Issued to High Schools Flowchart

