



## **POLICY 2.29**

**5-B** I recommend that the Board approve development of the proposed **revised** Policy 2.29, entitled "Maintenance and Repair of Automotive Equipment."

[Contact: Yevola Falana, PX 58312.]

### **Development**

### **CONSENT ITEM**

- The revised policy provides for the maintenance and care of District owned automotive equipment. It has been revised to provide for:
  - The Director of Transportation to be responsible for a planned program for the maintenance of District automotive equipment.
  - The maintenance of service and repair records on District automotive equipment in accordance with state rules.
  - An employee provided with a District vehicle for full-time use, and departments assigned vehicles, to be responsible for delivering the vehicle to transportation for service as required by the transportation director.
  - The repair and servicing of only District-owned vehicles/equipment in District garages.
  - The mechanical condition of school buses to be determined in accordance with state laws and rules, and the removal of any school bus determined to be not in compliance with relevant state laws or rules.
- This revision also updates statutory references.

## POLICY 2.29

### MAINTENANCE AND REPAIR OF AUTOMOTIVE EQUIPMENT

- 1  
2  
3 1. **Purpose.** This policy is to provide for proper care and maintenance of automotive  
4 equipment of the School District.
  
- 5 2. **Policy.** All automotive equipment (cars, buses, trucks, etc.) owned by the School  
6 Board board is to be assigned to the director of transportation for proper care and  
7 maintenance, and it is his responsibility to see that proper care and repair are  
8 maintained at all times. The director of transportation or designee shall be  
9 responsible for a planned program of maintenance to keep all automotive  
10 equipment functioning safely and efficiently. Failure of the operator of any piece of  
11 equipment to take proper care of said equipment, or failure to notify the director of  
12 transportation as to any mechanical defects shall be cause for disciplinary action  
13 up to, but not limited to, dismissal.
  - 14 a. All mechanical defects of equipment, where repairs are needed, are the  
15 responsibility of the director of transportation, and repairs must be made as  
16 soon as possible. The Board board will not assume any financial responsibility  
17 for purchases or contracts for repairs on any automotive equipment or tractor  
18 equipment without first having the approval of the director of transportation or  
19 the superintendent.
  - 20 b. The director of transportation shall establish procedures and schedules for  
21 inspection, maintenance and repair of all equipment at regular intervals.  
22 Service and repair records shall be maintained on such automotive equipment  
23 as required by State Board of Education rules.
    - 24 i. The employee who is assigned a vehicle on a full-time basis, as provided  
25 in School Board Policy 2.28 (School District Owned Vehicles), shall be  
26 responsible for delivering the automotive equipment to the District's  
27 garage for inspection and maintenance as prescribed by the director of  
28 transportation.
    - 29 ii. Departments assigned vehicles by the director of transportation shall  
30 ensure all vehicles are maintained in accordance with the schedule  
31 prescribed by the director of transportation.
  
- 32 3. **Private Repairs Prohibited.**
  - 33 a. Under no conditions will equipment be repaired by private shop or by private  
34 individuals unless formal approval is given by the director of transportation or  
35 the superintendent.

36        b. No vehicle or equipment, other than District-owned, shall be repaired or  
37            serviced in the District garages.

38        4. **School Bus Operations.** The mechanical condition of each school bus in  
39            operation shall be determined in accordance with Florida Statutes and State Board  
40            of Education Rules. Any school bus which does not comply with the requirements  
41            of such laws and rules shall be withdrawn immediately from use until such  
42            requirements are met.

43        5. **Delegation of Authority.** The superintendent is authorized to develop  
44            procedures and/or guidelines for the implementation of this policy.

45        STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41, 1001.42, ~~230.22~~

46        LAWS IMPLEMENTED: Fla. Stat. §§ 1001.43, 1006.21, 1006.22 ~~230.22~~

47        STATE BOARD OF EDUCATION RULE(S): 6A-3.0171, F.A.C

48        HISTORY: New: 2/18/72; Revised: 7/21/82; \_\_/\_\_/09

Legal Signoff:

The Legal Department has reviewed proposed Policy 2.29 and finds it legally sufficient for development by the Board.

---

Attorney

---

Date

---