

Ms. Perla Tabares Hantman, Vice Chair

SUBJECT: ESTABLISHMENT OF DISTRICT POLICIES AND PROCEDURES MANUAL FOR DISTRICT FLEET UTILIZATION

At the September 6, 2006 Audit Committee meeting, the Committee was advised by our internal auditors that, the District does not have any established policies and procedures for the fleet of vehicles used by our employees, nor an existing criteria for the acquisition of, and assignment of, District vehicles. The Committee was also informed that a comprehensive analysis of District vehicle needs could lead to a significant costs savings to the District.

In light of the foregoing, it is recommended that the Superintendent establish policies and procedures for the use of District vehicles by its employees. Such procedures, should include, but not be limited to, the following:

- 1) A set criteria for acquisition and assignment of vehicles to employees of the District;
- 2) Specific guidelines for employee use of assigned District vehicles
- 3) Guidelines on the upkeep of District vehicles by the employees who are privileged with the use of these vehicles;
- 4) A criteria for the assignment of, and limitations on, the use of District-assigned gasoline cards;
- 5) Establishing an accountability system to ensure that inappropriate or improper use of District vehicles is promptly rectified and that employees are held responsible for any wrongdoing.

Accordingly, this Item is submitted for the Board's consideration to request that the Board direct the Superintendent to establish a policies and procedures manual that clearly sets forth the expectations for employee use of District-assigned vehicles, and that a date for implementation of these guidelines be specified by the Board. In addition, a comprehensive analysis of the District's fleet utilization should be undertaken for the purpose of minimizing district costs and realizing significant savings in this area.

This Item does not appear in the published Agenda. Good cause exists to vary from the published Agenda, since it is imperative that guidelines be established as expeditiously as possible to preclude any foreseeable unauthorized or unnecessary use of District vehicles.

ACTION PROPOSED BY

VICE CHAIR PERLA TABARES HANTMAN: That The School Board of Miami-Dade County, Florida direct the Superintendent to establish a policies and procedures manual for the use of District owned vehicles by employees, and that said procedures be in place by a date certain.

GOOD CAUSE

B-11