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SCHOOL DISTRICT VEHICLE USE

General Statement

The Board of Education delegates to the Superintendent the task of establishing regulations governing the use of School District vehicles. Those who fail to comply with the regulations may have their privilege to use a District vehicle revoked. Other disciplinary measures and/or legal actions may also be taken.

Procedures

1. Employees may be authorized to use a District vehicle to conduct business for the District or to attend District-related conferences or activities.
2. The vehicle shall be checked out from the Business Office after completion of an authorization form. Only the person(s) authorized on the form shall be allowed to drive the vehicle, and only those persons authorized on the form shall be passengers in the vehicle.
3. The employee shall record the mileage and other pertinent information as requested by the Business Office.
4. All authorized drivers must have a valid driver's license and must be insurable under the District's liability insurance.
5. No tobacco products shall be used in the vehicles, and no alcoholic beverages or illegal substances shall be placed in the vehicles or consumed in the vehicles.
6. All District vehicles used by employees must be operated in a safe manner in accordance with the vehicle and traffic laws.
7. The vehicle shall not be used for personal use.
8. Vehicles shall not be kept at personal residences overnight unless there is an emergency or other operational necessity.
9. The Superintendent shall designate one or more Administrators to oversee the use of School District vehicles.
10. Acceptable uses of School District vehicles include, but are not limited to, the following:
 - a. Travel to and from educational conferences
 - b. Travel to and from meetings necessary to conduct School District affairs
 - c. Use by maintenance, transportation and custodial staff while in performance of their assigned duties during school and non-school hours

Adoption date: April 18, 2006