

**SERIES 700
SUPPORT SERVICES**

753

USE OF SCHOOL VEHICLES

When conducting official school business, Board members and district staff shall use a school-owned vehicle if a school vehicle is available. In cases where a school vehicle is not available, Board members and employees shall provide their own transportation and shall be reimbursed at the Board-approved rate.

Vehicles shall be scheduled and released through the District Office. Staff requests to use a school vehicle should be made through the District Office only. Vehicles shall generally be scheduled on a first come, first-served basis. However, priority in assignment may be given on the basis of distance to be traveled, duration of the trip, nature of the school business and number of people traveling.

The following information must be secured prior to the release of a school vehicle: name of driver, names of passengers, destination (e.g., school, hotel, town), date and time of departure, date and time of return and valid driver's license number. (Forms shall be available from building principals and the District Office.

Only Board members and district employees may operate school vehicles. All traffic citations and their payment shall be the responsibility of the drivers.

School vehicles are purchased/leased for school purposes only. These vehicles should never be used for personal use. School-owned vehicles may be used to transport students only if state law requirements are met.

A Board member or employee may take a school vehicle home when there is a scheduled trip on the following day or when returning from a trip provided the vehicle is returned in a timely manner and is ready for the next scheduled trip.

It is expected that ordinary care shall be taken when operating or riding in a school vehicle. All warning lights and gauges should be monitored and the vehicle checked when there is indication that the vehicle may be functioning improperly. The driver shall report any damage, malfunction or impending malfunction to the District Office immediately.

Legal References:

Cross References:

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