

USE OF DISTRICT OWNED VEHICLES

Vehicles owned by the District are used in accordance with the provisions of state statutes and administrative directives of the Superintendent. Drivers of such vehicles must be properly licensed and receive training as determined by the administration to be appropriate. The term “vehicles” used below includes inland marine equipment such as tractors, motorized carts, riding mowers, etc.

1. Supervising administrators are required to fill out a Vehicle Request Form to be approved by the Superintendent before a vehicle can be leased or purchased for an employee.
2. District-owned vehicles are to be used for District business only, unless personal use is included as part of the employee’s compensation package.
3. Vehicles are assigned to personnel for the benefit of the District and may be reassigned, used in car pools, or such other arrangements made as deemed most beneficial.
4. Vehicles to be purchased are selected on the basis of economy and efficiency toward accomplishing the assigned purpose.
5. Annually, driver’s license checks are made for all employees who have authorization to drive vehicles owned by the District. A driver’s abstract from the Bureau of Motor Vehicles must be received by the Transportation Supervisor prior to driving a District vehicle.
6. It is the responsibility of the employee to report all accidents and/or citations issued by the law enforcement officials to their immediate supervisor when operating a District vehicle and complete an incident report within 72 hours of the incident.
7. District vehicles are to be parked at a proper location on District-owned property, as designated by the Superintendent or her designee.
8. Employees using District-owned vehicles will keep a log of miles, destination, and the reason for the travel. The log is to be submitted to the Transportation Center upon the earlier of the return of the vehicle to the Transportation Center, or on the last day of each month, for review and audit purposes.
9. Any employee who is required to operate a District-owned motor vehicle as part of their regular duties, who is on paid status and appears to be using alcohol or any drug, shall be taken promptly to a laboratory or hospital for a blood or other appropriate test, or the administration may choose to have the test administered at the school site. Said test is administered in accordance with Board policy and state and federal regulations where

applicable. A positive test or refusal to submit to a test is cause for discipline up to and including termination.

10. It is the responsibility of the driver to check the vehicle for safe operation, to clean the vehicle after use, and to return the vehicle to its assigned storage area.
11. Misuse of District-owned vehicle for personal business will result in disciplinary action up to and including termination.
12. District-owned vehicles may be equipped with GPS tracking technology.

Adopted: August 12, 2014