

USE OF BOARD OWNED MOTOR VEHICLES

Motor vehicles owned or leased by the Board of Education shall be used for school purposes only. The Superintendent or his/her designee shall have the authority to approve the use of all Board owned or leased vehicles. However, at no time shall students be permitted to operate a motor vehicle owned or leased by the Board except as part of a driver education program. School buses may be used to transport students in accordance with Board Policy 6.45, and Board owned, operated, or contracted vehicles other than school buses may be used to transport students in accordance with Board Policy 6.48. Maintenance personnel may use the school trucks and take them home during the winter months when it is necessary to check roads, driveways, and sidewalks during inclement weather. However, the personnel use of the vehicles shall be kept to a minimum, and mileage logs shall be maintained by the employee.

Any person driving a vehicle owned or leased by the Board, other than a school bus, shall be subject to the following requirements:

- A. The driver must be at least eighteen (18) years old and in possession of a valid driver's license issued by the State of Ohio or another state and must have insurance at all times when operating the vehicle. Any loss of driving privileges or license suspension or revocation shall be reported immediately to the Superintendent or his/her designee;
- B. The driver and all passengers shall observe all applicable state and local traffic laws related to the operation of a motor vehicle. Any driver receiving a citation for a driving or parking violation while operating a Board owned or leased motor vehicle shall immediately notify the Superintendent or his/her designee and shall be personally liable for any fines;
- C. The vehicle shall be operated and maintained in a safe and efficient manner, and seat belts shall be used at all times by all occupants traveling in the vehicle;
- D. Possession of intoxicating liquor, illegal drugs, firearms, or other weapons in vehicles, or driving while under the influence of alcohol or drugs, is strictly prohibited; and
- E. Telephones should not be used while driving. Stop the vehicle in a safe place to use a cell phone or have a passenger operate the phone.

Any employee that is authorized to use a Board owned or leased vehicle for any personal reason (such as commuting to and from home) shall be solely responsible for reporting it as a taxable benefit in accordance with Internal Revenue Service (IRS) regulations.

Any accidents and/or other emergencies or damage involving a Board owned or leased motor vehicle shall be reported immediately to the proper legal authorities and the Superintendent. The driver and any passengers in the vehicle shall provide the Superintendent or his/her designee with a detailed written report of the accident and/or emergency as soon as possible following their return to the District.