

## **752 USE OF DISTRICT-OWNED VEHICLES**

The School District of Wisconsin Rapids shall provide a school vehicle whenever possible for travel by administrators, department heads, teachers, cooks, custodians and any other school employee on official school district business. In the event an employee is entitled to or will receive travel expenses from another source; however, the employee's personal car shall be used.

All school vehicles are to be used for official school business only and should travel directly from the vehicle storage site to the site of such school business, except as otherwise provided.

School vehicles may also be used for school-sponsored student trips and extracurricular activities. Students may drive a school vehicle for emergency purposes only if they are on a field trip traveling with their teacher as a group within the district, if they meet all applicable state law requirements and are approved by the director of support services or his/her designee. Parents may also drive a school vehicle on extra-curricular activity trips if they meet all applicable state law requirements and are approved by the Director of Transportation or his/her designee.

Guidelines shall be established for the use of school vehicles.

LEGAL REF.: Sections 121.52(2)(a) Wisconsin Statutes  
121.54(7)  
121.555

CROSS REF.: 752-Rule, Guidelines for Use of District-Owned Vehicles

APPROVED: October 12, 1981

REVISED: February 11, 1985  
June 17, 2002  
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