

752 RULE GUIDELINES FOR USE OF DISTRICT-OWNED VEHICLES

1. In the event that an employee uses his/her personal car for school business without checking on the availability of a school vehicle from the Central Office and a school vehicle was available, mileage will not be paid to the employee unless approved by the Superintendent or Director of Transportation.
2. To acquire the use of a district-owned vehicle, each person or group must have approval from the building principal, Superintendent, or supervisor.
 - a. Each request shall be forwarded to the coordinator at the facility where the vehicle is housed.
 - b. When conflicts arise, priorities will be established by using the earliest date of request or other relevant factors.
3. School vehicles may be used to travel within the city of such school business to restaurants for regular meals only if these facilities are not available where the meetings are held. No school vehicle is to be used for personal use. Any infraction of this rule will result in denial of future requests for use of a district-owned vehicle by the employee.
4. Only school employees, School Board members, parents and students are allowed to travel in school vehicles. If any school employee would like other members of his/her immediate family to travel with him/her, approval must be given by the Director of Transportation or his/her designee or future requests for use of a district-owned vehicle by the employee will be denied.
5. School vehicles are stored at various locations in the District, and must be returned to the location from which it originated. In the event that a vehicle is not returned to the proper place after a trip, the group responsible for the trip will be denied the use of school vehicles in the future.
 - a. If a vehicle is leaving at an early hour, the keys to the vehicle may potentially be picked up the afternoon before the trip is to be taken.
6. After a vehicle has been used and returned to the place of origin, the cost of the vehicle will be the actual cost of gasoline that is used for each trip plus any additional cost for cleaning. This amount will be charged to the account number of the group that used the school vehicle.

APPROVED: October 12, 1981

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