

Personnel requesting the use of any school vehicle for out of district travel must apply in advance for a vehicle.

When a vehicle request is approved, it does not imply permission for anything other than the use of the vehicle. Consequently, if the trip to be taken is a field trip, athletic activity or professional travel, other policies and/or procedures may apply.

School vehicles are checked out from the Transportation office. Credit cards to use with school vehicles will be checked out with the vehicle. The credit card shall only be used by the person checking out the card. Additionally, the person shall write across each receipt the nature of the trip for which the credit card is used, and submit the receipts when returning the vehicle.

While using school-owned vehicles, school personnel who experience unusual difficulty on the road are requested to contact by telephone the Transportation office (or any available administrator) for instructions. This will not apply to normal problems, such as flat tires, headlamp replacement, minor engine adjustments or similar difficulties.

The superintendent shall establish criteria which school personnel must meet in order to utilize school-owned vehicles.

District-owned vehicles shall be made available to Board members upon request for the purpose of conducting school business, and related de minimis personal use shall be allowed.