

## **14.0 USE OF DISTRICT VEHICLES**

14.1 Automobiles and other vehicles owned by the school district are provided for purposes of transporting students to athletic contests, field trips, and other activities requiring transportation and for district personnel whose responsibilities require extensive travel both inside and outside the school district. When vehicles are not required for transporting students they may be used by district employees to carry out their responsibilities. School vehicles will not be used for personal reasons. District vehicles are left in a district parking lot overnight. Employees who use district vehicles as part of their work on a daily basis will have vehicles assigned. Under certain circumstances, employees who have vehicles assigned may drive them home, with prior approval of the superintendent. Vehicles may also be driven home and kept overnight if this reduces the total number of miles to be driven in the official use of the vehicle.

14.2 District-owned vehicles will be used in accordance with guidelines developed by the director of transportation.

Adopted: December 20, 2010