

Use of School Owned Vehicles

AR-3515

School vehicles shall be used only for school activities or school-related functions which require the transportation of school employees or students. All use of any school vehicle must be approved by the superintendent of schools.

All school owned vehicles are the property of the school district and operated at school expense. School vehicles should not be used for personal use. Certain school vehicles may be driven home by employees if the vehicle is to be used for school purposes the next morning or the following day. Prior to taking a school vehicle home the employee must clear the action with the superintendent of schools.

Garages and/or individuals chosen to perform repair and maintenance on school vehicles shall be at the discretion of the board of education. All maintenance or repair tickets will be signed by the school employee when the vehicle is picked up.

School credit cards may be used for fuel or repairs when a vehicle is being used on out of town trips. The employee having the vehicle serviced shall sign the credit card ticket and indicate which vehicle is being serviced and the activity involved. This is needed so that the costs can be charged to the proper activity.