

## **DISTRICT-OWNED VEHICLES**

The district may provide for the necessary transportation and expenses that are incurred in the course of performing services for the district, whether within or outside the district. All such vehicles will be properly marked.

Staff members operating district owned vehicles must comply with all state and federal laws including laws relating to the use of telecommunications devices. Unless otherwise specified, all travel must be approved in advance by the staff member's immediate supervisor.

The superintendent or designee is directed to establish procedures for the use of school-owned vehicles. At the beginning of each school year, the superintendent or designee will provide the board with a list of staff members who are assigned a school-owned vehicle on a 24-hour basis. The district will comply with IRS regulations pertaining to the use of district-provided vehicles for personal commuting.

**Cross References:** 6213 - Reimbursement for Travel Expenses

**Legal References:** RCW 46.08.065 Publicly-owned vehicles to be marked —  
Exceptions

**Adopted:** May 4, 2016