

POLICY ————— PEQUANNOCK TOWNSHIP

BOARD OF EDUCATION

OPERATIONS

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District Owned Vehicles

8661 – DISTRICT OWNED VEHICLES

The Board of Education recognizes the need to have district owned vehicles available for employee use to carry out the daily operations of the school district. The School Business Administrator/Board Secretary shall be responsible to ensure that all drivers hold the necessary licenses and certificates required by the appropriate state or federal agencies.

The School Business Administrator/Board Secretary shall ensure that proper insurance is carried and preventive maintenance is applied to all vehicles to extend their useful life. Internal controls shall be developed to protect vehicles shall be developed to protect district owned vehicles as appropriate.

No other individual shall operate any district owned vehicle other than to whom it is assigned. At the end of the work day all vehicles shall be parked on district property. No employees shall use a district owned vehicle for private business or take it to their residence.

Adopted: 24 January 2000