

Noninstructional Operations and Business Services

Use of District-Owned Vehicles

I. Purpose

This policy defines appropriate use of district-owned vehicles.

II. General Statement of Policy

The school district owns and maintains district-owned vehicles necessary to meet the educational and operational needs of the school district. All drivers must be properly licensed and follow federal, state and local laws related to vehicle transportation. All district policies will apply during the use of district-owned vehicles.

III. Operations

- A. The director of business services will work with the supervisor of transportation and the director of building and grounds to coordinate the access, maintenance and use of district-owned vehicles.
- B. Personal use of a district-owned vehicle is strictly prohibited unless preapproved by the superintendent.
- C. An employee who uses a personal vehicle for district business is not covered by the district's vehicle insurance.

Policy
adopted: 11/8/10
revised: 9/22/14
reviewed: 3/20/17

INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota