



# Board Owned Vehicle Drivers Information

1. Anyone driving a Board Owned Vehicle must have a current driver's license on file at the Board Office with the Transportation Department and be added to the Board's insurance prior to driving the vehicle.
2. A Transportation Request must be completed and approved before the Board Owned Vehicle can be used.
3. When you drive a Board Owned Vehicle, the mileage must be logged. There is a clipboard with forms in the vehicle to write down the mileage, location, beginning and ending mileage. If there is not a form in the vehicle, get one from the office. It will be charged back to the program that is using the vehicle. If you are using the vehicle on the last day of the month, or the first day of the month, please take the log sheet into the Board of Education Office or the Bus Garage.
4. All Board Owned Vehicles transporting students must be inspected monthly by the Bus Garage Staff, and have the "transporting student" sign visible.
5. You should leave the vehicle with at least a half tank of fuel. If below that, take it to the bus garage and fill it up. If you return too late to do that, please let someone at the Board Office know that it needs fuel. When you get fuel at the Bus Garage for a Board Owned Vehicle, be sure to go inside and write down the mileage and gallons on the form in the office.
6. At your return, if there are any issues with the vehicle, please let someone at the Board Office or the Bus Garage know, preferably in writing or email. Be sure to return the keys when you return from your trip or first thing the following morning.
7. Clean any trash or materials out of the vehicle at the return from the trip. No smoking in the vehicle. Cell phone use and texting is prohibited while driving.
8. Obey all traffic laws and Board policy while driving a Board Owned Vehicle. (06.2 AP.12)

Board Office (606)674-6314    Bus Garage (606)674-2421    Bart Rison (606)336-1983    Sammy Knell (606)336-1987    Laura Rice (606) 210-0153

Revised 5/14/14

*Thank you and have a safe trip.*