

Lewistown School District

NON-INSTRUCTIONAL OPERATIONS

8121

Use of District-Owned Vehicles

The following policy has been established to provide information on use of District-owned vehicles to operators of such vehicles.

Authorization

- A. Employees must have authorization to use District-owned vehicles.
 - 1. A “Request for Use of School Car” can be accessed on the School District website - <http://www.lewistown.k12.mt.us/>).
 - 2. Permission from the Superintendent or designee for use of a District vehicle as part of the normal scope of employment.

General Requirements

- A. Operator Responsibility
 - 1. Employee must have a valid Montana driver’s license, and said license must be in the possession of the driver at all times.
 - 2. Employee will be responsible for a District-owned vehicle that has been approved for the employee’s authorized use.
 - 3. Employee will use District-owned vehicles for conducting school business only. **Personal or private use is strictly prohibited.**
 - 4. Employee will be responsible for all parking and traffic violations.
- B. Rules of Operation
 - 1. Use of drugs, alcohol, or other job-impairing substances are prohibited in District vehicles.
 - 2. All doors must be locked, whenever District vehicles are parked.
 - 3. No unauthorized person will be transported in a District vehicle.
- C. Special Rules
 - 1. Employee will not be allowed to use District-owned vehicles as transportation to and from work unless related to specific work conditions requiring use of said vehicle.
 - 2. Misuse of vehicles by an employee may result in disciplinary action.

Policy History:

Adopted on: June 28, 2004

Revised on: February 11, 2013