

POLICY - SCHOOL-OWNED VEHICLES

8140

The District may provide District owned vehicles 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 shall be properly marked with letters of contrasting color at least 1-1/4” in height in a conspicuous place on both sides of the vehicle. A district may use a distinctive insignia which shall be at least six (6) inches in diameter across its narrowest dimension. Unless otherwise specified, all travel must be approved in advance by the staff member’s immediate supervisor.

Vehicles leased or owned by the District which are provided to one (1) or more employees for use in connection with the District’s business shall not be used for personal purposes. Vehicles may not be used for commuting and family members of District employees may not be transported in District owned vehicles.

When such vehicles are not being used for District business, the vehicles shall be kept on District property.

The Superintendent is directed to establish procedures for the use of school-owned vehicles.

Cross Reference:	Policy 5341	Reimbursement for Travel Expenses
Legal Reference:	RCW 46.08.065	Publicly-Owned Vehicles to be Marked--Exceptions
Adopted:	May 5, 1986	North Thurston School District Board of Directors
Amended:	October 19, 2010	North Thurston Public Schools Board of Directors