

## **PROCEDURE - SCHOOL-OWNED VEHICLES**

**8140P**

District motor pool cars temporarily assigned to employees may be used for authorized purposes only. Approval of requests for use are generally on a first come, first served basis, as submitted to the Transportation Office.

Each user is responsible for seeing that the car is fueled and ready for travel. If special preparation is expected (chains, etc.), the user should make arrangements when requesting a car. Also, each user shall report any and all malfunctions immediately upon return of the car.

Cars assigned to specific employees, departments or schools shall be the sole responsibility of those users, including arrangements for maintenance and service with the District garage. If an assigned car is used by others, records must be maintained so that charges for operation may be pro-rated to the appropriate budget. Operational charges shall be at the same rate as reimbursement for private car use.

Employees using District cars shall use all precautions in driving and safely "storing" them. Cars assigned to schools shall be stored in enclosed areas, preferably under cover. Only the employee assigned the car may drive it, unless noted at the time of picking up the car. Students, except in Traffic Safety, and non-employees may not drive district cars (as insurance is not provided), unless specifically approved by the Associate Superintendent.

Implemented:

May 5, 1986

North Thurston School District

Amended:

January 1990

North Thurston School District