

PERSONNEL USE OF DISTRICT VEHICLES

A school vehicle is to be used for school employees and board members and only for school business. No school vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. On a space-available basis for out-of-town trips, an employee may have his/her family ride with him/her upon approval of the Superintendent or principal. Only school board members, district employees, or individuals independently contracted for transportation purposes may drive the vehicle.

Unless otherwise approved an employee will not be reimbursed for mileage on a personal vehicle if a district vehicle is available for use.

A school vehicle shall not be taken to an employee's home at night unless the employee is on duty, or has permission from the Superintendent.

Accident Reporting

Any accident, no matter how minor, in a school vehicle or in any private vehicle while on school business is to be reported immediately to the business office, or to an administrator if the accident occurs after school hours. The business office shall immediately report the accident to the district's insurance company.

End of Jamestown Public School District Policy IEAB.....Adopted:2-18-2019