

753 - USE OF SCHOOL VEHICLES

The School District of Auburndale purchases vehicles for school related business. These vehicles may not be used for any individual's personal use. All requests for use of school vehicles must be made through the school administration or designee. Vehicle usage must be scheduled and requires proper authorization. All drivers will be personally liable for any unlawful act or traffic violation.

School vehicles may be used for transportation needs in accordance with established guidelines. When the operation of a school bus is impractical, school owned vehicles may be used for student transportation. All vehicles transporting students shall be driven by an approved individual who holds a valid regular Wisconsin driver's license and shall be in compliance with state student alternate transportation requirements. The District's administration shall hold the authority to approve or not approve any or all school vehicle use and any individuals that may drive the vehicles.

The individual using a school vehicle is responsible for the vehicle. A visual inspection of the vehicle prior to and after usage should be completed. Any damage or maintenance needs must be reported to the school administration in writing. The driver's name, destination or reason for use, odometer reading at start and odometer reading at end of usage must be entered into the vehicle's log book. Individuals are responsible for an adequate fuel supply (at least half of tank) remaining in the vehicle upon completion of usage and leave the vehicle clean of trash and debris.

LEGAL REFERENCE: Wisconsin Statutes - Sections 121.52(2) (a) and 340.01(56)

Adopted: June 11, 2002

Revised: May 17, 2017