

## Non-Instructional Operations and Business Services

### Use of District-Owned Vehicles

#### I. Purpose

This policy defines appropriate use of school district-owned vehicles.

#### II. General Statement of Policy

The school district owns and maintains district-owned vehicles necessary to meet the educational and operational needs of the district. All drivers must be properly licensed and follow federal, state, and local laws related to vehicle transportation. All district policies will apply during the use of district-owned vehicles.

#### III. Operations

- A. The director of finance and operations, director of athletics and activities, director of media and technology services, and director of community education and strategic partnerships will work with the supervisor of transportation and the director of buildings and grounds to coordinate the access, maintenance, and use of school district-owned vehicles.
- B. Personal use of a district-owned vehicle is strictly prohibited.
- C. An employee who uses a personal vehicle for district business is not covered by the district's vehicle insurance.

Policy  
adopted: 11/08/10  
revised: 09/22/14  
revised: 03/20/17  
revised: 06/10/24

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota