

## **Lakeland Joint School District**

### **NON-INSTRUCTIONAL OPERATIONS**

**8170**

#### District-Owned Vehicles

The District owns and maintains certain vehicles including pickups, school buses, and vans. These are for use by properly authorized personnel of the District for district business purposes.

Any driver who receives a citation for a driving violation while operating a District-owned vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, operating a District-owned vehicle, must be reported and may result in disciplinary action up to and including termination.

#### District Bus and Vehicle Maintenance

Buses used in the District's transportation program shall be in safe and legal operating condition. All buses shall conform to standards of construction prescribed by the State Board of Education and inspections as required by law. The Superintendent or designee shall establish a specific list of tasks that bus drivers shall perform on a daily basis. All other District-owned vehicles shall be maintained following established programs as developed by the Superintendent or designee.

#### District-Owned Vehicles Provided to Employees

The District owns vehicles which certain employees use for other District-related travel. Any mileage driven in a District-owned vehicle that is not for official District business will be considered a taxable fringe benefit to the employee driving the vehicle. This taxable fringe benefit will be in addition to the employee's annual salary and will be reported on the individual employee's W-4.

Records of mileage and use other than official District business must be recorded in a diary or log.

Unauthorized personal use of District-owned vehicles or failure to report personal mileage and use may be subject to disciplinary action up to and including termination of employment. No employee, friend, associate, or family member of any employee may use a District-owned vehicle for personal use.

This policy and taxable fringe benefit will be reviewed annually to verify that the policy is in compliance with IRS regulations.

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| Cross References  | 5320  | Drug-free Workplace   |
| Legal References: | I.C. § 33-1506<br>IDAPA 08.02.02.159<br>IDAPA 08.02.02.160                                | Inspection of School Buses<br>Transportation<br>Maintenance Standards and<br>Inspections Standards for Idaho<br>School Buses and Operations |
| Other Reference:  | Idaho Department of Education, Idaho’s School Bus Driver Training<br>Classroom Curriculum |   |

Policy History:

Adopted on: August 13, 2007

Revised on: August 14, 2024

Reviewed on: