

PERSONNEL

USE OF SCHOOL VEHICLES

I. GENERAL GUIDELINES

- A. School vehicles are provided for school-related business and extra-curricular activities. They may not be used for personal use without following the provisions of the Equipment Use Policy, number 304.
- station B. The school van may not exceed eight passengers, including the driver. The wagon may not exceed nine passengers, including the driver. In many cases this limits the capacity to seven or eight students. Each student must be seated with an opportunity for restraint.
- C. Employees must use the seat restraints. Students are to use restraints in the van and station wagon. This is the responsibility of the driver.
- D. The vehicles are to be returned to the appropriate location unless arrangements to the contrary are made with the superintendent.
- E. Mileage will not be paid to employees if school vehicles are available unless arrangements to the contrary are made with the superintendent.
- F. Employees are responsible for their own parking and moving violations when using a school vehicle. Equipment violations will be paid by the district.
- G. It is the responsibility of the employee using a school vehicle to remove litter accumulated on the trip.
- H. Students may not drive school vehicles.