

**BARRE UNIFIED UNION SCHOOL DISTRICT**  
**Barre City Elementary & Middle School**  
**Barre Town Middle Elementary School**  
**Spaulding High School**  
**Spaulding Educational Alternatives**

**Revised: Jan 23, 2025**

**Use of District-Owned Vehicles**

The purpose of this procedure is to ensure that the business of Barre Unified Union School District (BUUSD) will be conducted according to the BUUSD Fiscal Management and General Financial Accountability Policy (F20)

The following procedures are in effect for the use of District-owned vehicles.

- A. The staff member may use the vehicle to conduct his/her duties more effectively.
- B. The staff member will use the District-owned vehicle for official school district business only, most often but not limited to; transporting students to work-based learning opportunities, sporting events, field trips, life-skill/special education plan opportunities, homeless travel, extenuating circumstances, conferences/workshops, etc.
- C. Personal use of District vehicles constitutes grounds for disciplinary action which may include suspension without pay, termination of employment in the case of repeated violations, or suspension or termination of the right to operate District-owned vehicles.
- D. All users will be employees or administrators of the District.
- E. All operators will have a valid Vermont State driver's license.
- F. Any citation for violation of motor vehicle laws will be the sole responsibility of the operator and must be reported to the Business Manager
- G. If involved in any accident, the operator will notify the proper law enforcement agency immediately and file an accident report within 4 hours. Those accidents that involve personal injuries must be reported by telephone and followed up with a written report, both to the district and the district's insurance company.
- H. Where the employee-driver is presumed not at fault, the Business Manager will file a claim for damages with the insurance company of the other operator.

I. In the event of vehicle operation failure, the staff member should contact their direct supervisor who will then notify the business office/STA.

**J. The vehicle will be kept washed and vacuumed by users. It is the responsibility of each user to keep the vehicle clean and free from trash and soiled seats and floor. Using the District vehicles is a privilege, the expectation is that students and staff will respect this equipment.**

K. The driver and passengers will wear seat belts at all times.

L. No more than 5 students will be transferred at a time.

**M. Fuel will be paid by the District. Each user will fill up before their scheduled route and after their scheduled route to ensure a full tank of gas for each driver upon beginning their journey.**

N. BUUSD has established a charge account with:

**Stones Service Station**

**133 Washington Street**

**Barre, VT**

**List of district-owned vehicles and instructions for fueling:**

**B14 White Suburban Red Plates #AAW 894**

**B15 White Suburban Red Plates #AAW 893**

**B16 Gray Suburban Green Plates KEL 652**

**Black GMC Acadia - Mun. Lic # AAY13**

**Black GMC Sierra - Mun. Lic # AAY115**

**White Dodge Cargo Van- Lic # D46586A**

**The driver will receive a yellow slip when they get gas, the slip has the date, amount of fuel, total cost, license plate number, and driver's signature. Stones will send the pink slip with our invoice every month so that we can make sure everything matches up.**

