SCHOOL-OWNED VEHICLES

The district may provide for the necessary transportation and expenses that are incurred in the course of performing services for the district, whether within or outside the district. All such vehicles shall be properly marked with letters of contrasting color at least 1-1/4" in height in a conspicuous place on both sides of the vehicle. A district may use a distinctive insignia which shall be at least six (6) inches in diameter across its narrowest dimension. Unless otherwise specified, all travel must be approved in advance by the staff member's immediate supervisor.

The superintendent is directed to establish procedures for the use of school-owned vehicles. At the beginning of each school year, the superintendent will provide the board with a list of staff members who are assigned a school-owned vehicle on a 24-hour basis. The district shall comply with IRS regulations pertaining to the use of district-provided vehicles for personal commuting. Anyone who drives a school-owned vehicle, must follow school safety procedures.

Cross References:	Board Policy 5341	Reimbursement for Travel Expenses
Legal References:	RCW 46.08.065	Publicly-owned vehicles to be marked--Exceptions

Adoption Date: FEB 2 0 2002
School District Name: Trout Lake School District