



Minneota Public School District District Procedures

Adopted: August 2026

DISTRICT PROCEDURES: SCHOOL VEHICLE CHECKOUT AND USE

1. PURPOSE

The purpose of these procedures are to establish clear expectations for the reservation, checkout, operation, care, and return of school district vehicles. All employees authorized to operate district vehicles are expected to comply with these procedures to help ensure vehicle safety, cleanliness, accountability, and availability for all users.

2. SCOPE

This procedure applies to all district-owned or school vehicles.

3. AUTHORIZED DRIVERS

- 3.1 Only employees approved by the school district and possessing a valid driver's license appropriate for the vehicle being operated may check out and drive district vehicles.
- 3.2 Employees must comply with all district policies and procedures, state laws, and safety requirements while operating district vehicles.
- 3.3 Use of district vehicles is limited to approved school district business, activities, and functions.

4. VEHICLE RESERVATIONS AND SCHEDULING

- 4.1 All district vehicle use must be scheduled through and approved by the designated district office procedures and approved by the Business Manager for vehicle reservations.
- 4.2 Employees may not take or use a vehicle that has already been reserved by another employee, group, or program.
- 4.3 Changes to reservations or cancellations should be communicated to the Business Manager as soon as possible.

5. VEHICLE CHECKOUT EXPECTATIONS

- 5.1 Drivers are responsible for picking up vehicle keys and any required forms prior to departure.
- 5.2 Before operating the vehicle, drivers must complete the required pre-trip inspection and documentation.
- 5.3 Drivers should inspect the vehicle for visible damage, cleanliness concerns, warning lights, fuel level, and overall operational condition.
- 5.4 Any concerns or damage identified prior to departure must be reported to the Director of Buildings and Grounds immediately.

6. VEHICLE OPERATION AND SAFETY

- 6.1 Seat belts must be worn by all occupants at all times.
- 6.2 Drivers are expected to operate district vehicles in a safe, lawful, and professional manner.
- 6.3 Use of cell phones or electronic devices while driving must comply with Minnesota law and district expectations.
- 6.4 Smoking, vaping, alcohol, illegal substances, or inappropriate conduct are prohibited in district vehicles.

7. FUELING REQUIREMENTS

- 7.1 Drivers are expected to return district vehicles with at least three-quarter ($\frac{3}{4}$) fuel level.
- 7.2 Whenever possible, vehicles should be returned with a full tank of fuel.
- 7.3 Fuel purchases should follow district procedures and documentation requirements.

8. VEHICLE CLEANLINESS AND CARE

- 8.1 Vehicles must be returned in clean condition.
- 8.2 Drivers are responsible for removing or cleaning up any garbage, food containers, personal belongings, and other debris before returning the vehicle.
- 8.3 Any spills, excessive dirt, or unusual cleanliness concerns should be addressed prior to vehicle return.
- 8.4 Drivers are expected to report to the Buildings and Grounds Director any maintenance concerns or mechanical issues promptly.

9. VEHICLE RETURN PROCEDURES

- 9.1 Vehicles must be returned on time to avoid disrupting other scheduled users.
- 9.2 Drivers are responsible for returning keys, mileage logs, inspection forms, fuel receipts, and any other required documentation.
- 9.3 If a vehicle will be returned late, the employee must notify the Business Manager as soon as possible.

10. ACCIDENTS, DAMAGE, AND MECHANICAL ISSUES

- 10.1 Any accident, damage, traffic citation, or mechanical issue involving a district vehicle must be reported immediately to the Business Manager.
- 10.2 Drivers must cooperate fully with any required documentation, investigation, or insurance reporting procedures.

11. RESPONSIBILITY AND ACCOUNTABILITY

- 11.1 School vehicles are to be used to transport school staff and students only.
- 11.2 School vehicles are reserved for school business only; they are not to be used for personal use or to transport non-school related adults or children.
- 11.3 Employees are responsible for complying with all vehicle use expectations and procedures.
- 11.2 Failure to follow district vehicle procedures may result in loss of vehicle use privileges, corrective action, required reimbursement for damages or cleaning costs, and/or other disciplinary action consistent with district policy and applicable agreements.

The school district reserves the right to revise or modify these procedures as needed to support safe, efficient, and responsible use of district vehicles.