SMYRNA SCHOOL DISTRICT
PROCEDURE

Section:	**1000 Community Relations**	**Office Responsible:**	**Superintendent**
Procedure:	**1400R Motorized Vehicles and Transportation Devices on District Property**		
Related Policies:	**1400 Motorized Vehicles and Transportation Devices on District Property**		

I. Purpose

To establish consistent procedures for implementing and enforcing Policy 1400 to promote the safety of student, staff, families, visitors, and the public on Smyrna School District property.

II. General Requirements

1. **Motor vehicles-** properly registered and insured motor vehicles may operate only on designated roadways, driveways, parking lots, and other areas authorized for motor vehicle traffic. Operation on sidewalks, pedestrian walkways, playgrounds, athletic fields, grass areas, courtyards, or other unauthorized areas is prohibited unless specifically authorized by district administration.
2. **Motorized transportation devices-** The operation of motorized transportation devices is prohibited on all district property, including roadways, parking lots, sidewalks, athletic fields, playgrounds, and other district-owned or controlled areas.
3. **Dismounting and Storage-** Individuals arriving on a motorized transportation device that can safely be walked must dismount before entering district property and walk the device while on district property. The device must be secured in a location designated or approved by school administration. Devices that cannot reasonably and safely be walked or stored may not be brought onto district property unless specifically authorized by district administration.
4. **Applicability-** These requirements apply to students, employees, parents/guardians, visitors, guests, spectators, contractors, and members of the public.

III. Exceptions and Authorization

The following exceptions are permitted under Policy 1400-

- Emergency and public safety vehicles, including police, fire, EMT, and ambulance vehicles.
- District-owned or district-authorized maintenance, grounds, security, and utility vehicles.
- Mobility devices used by or assisting an individual with a disability.
- Vehicles or devices used as part of an approved instructional, athletic, extracurricular, or district-sponsored activity.
- Contractor or vendor vehicles specifically authorized by the district.
- Other uses specifically authorized by a district-level administrator.

SMYRNA SCHOOL DISTRICT
PROCEDURE

Procedure-

Requests for authorization must be directed to the appropriate school administrator or district-level administrator, as applicable.
The administrator must determine whether the proposed use falls within the exception permitted by the policy.
Authorization must be obtained before the vehicle or device is operated or brought onto district property, except where emergency circumstances require immediate access.
Any authorization should identify the approved purpose, location, and applicable restrictions.

IV. Enforcement Procedures

Step 1: Identify the violation.

School administrators and other authorized district personnel shall address observed violations of Policy 1400. Personnel should determine whether the vehicle or device is permitted under the policy or an applicable exception.

Step 2: Provide direction.

The individual must be directed to dismount, cease the vehicle or device, or remove it from district property, as applicable. Individuals using a vehicle or device that can safely be walked may be directed to walk it and secure it in an approved location.

Step 3: Addressing noncompliance.

If an individual refuses to comply, causes damage, or continues unsafe behavior, the matter must be referred to the appropriate school district administrator for further action. Law enforcement may be notified when warranted under the policy.

V. Student Consequences

First Offense- Safety Violation

1. Issue a warning to the student.
2. Notify the student's parent/guardian of the violation.
3. Explain the consequences of subsequent violations.
4. Document the incident and notification.

Subsequent offenses:

Repeated violation may result in removal from district property and/or restrictions on attending future district events or entering district property, as permitted by law and determined by district administration

VI. Non-Student Consequences

First Offense

1. Advise the individual of Policy 1400.
2. Direct the individual to immediately discontinue operation of the vehicle or device and, when appropriate, remove it from district property.
3. Document the incident and directions provided.

Subsequent offenses, or damage or defiance related to a first offense:
The individual may be removed from district property and/or restricted from attending future district events or entering district property, as permitted by law and determined by district administration. Law enforcement may be notified.

VII. Communication and Implementation

The district shall make Policy 1400 available through its established communication channels. School administrators should communicate applicable requirements to staff, students, families, contractors, and event personnel as appropriate. All enforcement and restrictions must be consistent with Policy 1400, applicable district policies, and applicable law.

Implementation note: The procedure supplements Policy 1400 and does not expand or supersede the policy's requirements or exceptions. Where questions arise regarding authorization, enforcement, or restrictions on access to district property, the matter should be referred to the Superintendent or designee.

Approval Acknowledged by:

Deborah Judy

_____

Deborah Judy
Superintendent of Schools

Procedure Actions
Adopted: 10/26/26
Revised: