

USE OF DISTRICT VEHICLES

The Board of Education recognizes the need for some school employees to use District owned vehicles for school purposes on a regular or occasional basis. To safeguard the District, employees shall observe the following:

1. No employee is permitted to operate District owned vehicles without the permission of the Plant Facilities Administrator.
2. The Board specifically forbids any employee to use School District vehicles for personal use or to transport passengers who are not directly or indirectly related to School District business. Passengers shall be limited to School District employees and individuals who are directly associated with School District work activity (committee members, consultants, contractors, etc.). Family members shall not be transported in School District vehicles.
3. Employees assigned School District vehicles on a 24-hour basis shall limit their travel to and from their residence and place of work when taking the vehicles home. They will be apprised of the procedures governing the use of School District vehicles and a copy of these procedures shall be given to each user along with an Official Vehicle Agreement use form that must be signed.
4. Without prior authorization of Plant Facilities Administrator, no employee may use a School District vehicle outside of the District except for commuting to and from work.
5. Employees must maintain a valid New York State Driver's License, which is not suspended or revoked, at all times while assigned and operating a School District vehicle.
6. School District vehicles must have the School District seal affixed on the driver and passenger side doors, and vehicles may only be used for legitimate and authorized School District business. Removal of such seals without the approval of the Plant Facilities Administrator is strictly prohibited.

Failure to comply with any and all provisions of this policy may result in disciplinary action and/or removal of, but not limited to, School District vehicle privileges.

All employees assigned or permitted to use School District owned vehicles shall be provided with a copy of all such regulations and shall be responsible for complying with such regulations. All employees must sign a "use of official vehicle agreement" form.

Nothing contained herein should be deemed a guarantee of the continuing assignment of any vehicle or vehicles to District personnel, as the District reserves the right to revoke such privileges for abuse, misconduct, or reasons of economy or efficiency.

USE OF OFFICIAL VEHICLE AGREEMENT

I have read, understand and will abide by the attached Use of District Vehicle Policy Number 9520. I understand that failure to comply with any and all provisions of this policy may result in disciplinary action and/or removal of the School District Vehicle privileges.

Assigned Vehicle: _____

Vehicle Identification #: _____

Assigned User (Print or Type) _____

Signature _____ Date _____