

## **SCHOOL-OWNED VEHICLES**

The Board of Education recognizes that transportation of small groups and staff members to attend activities directly associated with school programs is a concern. Transportation for school clubs or sports camps in the summer is often a problem. In approving and scheduling such use, the following criteria shall apply:

1. Use shall be approved only where the requesting group or person submits a written request at least one week prior to the use, designating what activity, the number of riders, the date and hours of use, and who will drive. Scheduling of the small vehicles shall be done through the Transportation Supervisor.
2. Priority will be given to activities where a group of students or teachers are involved, however the first summer priority will be elementary summer school. Distance will also be a consideration, generally those going the further distance will have priority.
3. No school vehicle shall be used for any trip more than 500 miles round trip
4. Staff members with the proper small vehicle license or with a CDL bus license will drive any school owned small vehicle. No one will ever be allowed to transport students in a small vehicle without the proper license.
5. Any summer use of vehicles for sports camps, music camps, cheer-leading camps, etc. - must have special approval of the superintendent.
6. Each small vehicle has the maximum limit of persons to be transported -- this maximum number of persons shall never be exceeded.
7. The use of seat belts in school-owned vehicles is mandatory for all personnel using vehicles that are equipped with seat belts with the exception of off-road vehicles.
8. Drivers of all school vehicles except school buses shall be responsible for insuring that all passengers use safety belts. The driver shall not begin to move the vehicle until the driver and all passengers are belted.
9. The group using a school vehicle shall be responsible for the expenses of the vehicle. These expenses include the driver, fuel and 20 cents a mile for vans and 50 cents a mile for buses.
10. School vehicles shall not be used for personal use..
11. The Superintendent will make the final decision if there is a conflict.

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