

P7085 SCHOOL DISTRICT OWNED VEHICLES

BOARD POLICY:

Vehicles owned by Unified School District 259 will be used in accordance with the provisions of the state statutes and administrative directives of the Superintendent of Schools. Drivers of such vehicles shall be properly licensed and shall receive training as determined by the administration to be appropriate.

Administrative Implemental Procedures:

1. Vehicles owned by Unified School District 259 are not to be used for private purposes.
2. Vehicles are not to be taken home during off-hour duty assignments except by administrative directive from the Superintendent of Schools or designee.
3. All district owned vehicles are to be so marked.
4. Vehicles are assigned to personnel for the benefit of the school district and may be reassigned, used in car pools, or such other arrangements made as deemed most beneficial.
5. Vehicles to be purchased shall be selected on the basis of economy and efficiency toward accomplishing the assigned purpose.
6. No fuel tank for gasoline, propane, natural gas, etc., is ever to be placed in the interior or trunk of any vehicle. New vehicles with tanks installed at the factory are acceptable. Any installation of liquefied petroleum gas kits shall comply with National Fire Protection Association (NFPA) No. 58. All equipment used must be UL approved and all tanks shall meet American Society of Mechanical Engineers (ASME) certified tests.
7. Prior to operating any district owned licensed vehicle, employees must have signed a *Statement of Responsibility*, which is subject to the approval by the Division Director of Facilities.
8. New employees who are to drive a district-owned vehicle should demonstrate they possess valid driver's licenses. If such licenses are for states other than Kansas they shall be given 90 days in which to obtain a Kansas driver license.
9. Employees who drive vehicles owned by USD 259 shall be required to take training courses from time to time as deemed appropriate by the Division Director of Facilities.
10. Approximately every two years, driver license checks shall be made on all employees who have authorization to drive vehicles owned by USD 259.
11. It shall be the responsibility of the employee to report all accidents and/or citations issued by law enforcement officials to his/her immediate supervisor.

Administrative Responsibility: Facilities Division

Latest Revision Date: October 2018

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