



Greenville Public Schools District
Department of Transportation
1900 Broadway Loop
Greenville, MS 38701
Phone: (662) 334-7152
Fax: (662) 334-2839

PROCEDURES FOR USE OF DISTRICT-OWNED VEHICLES

It is the board's intent that all district-owned vehicles be operated in accordance with federal and state laws and regulations, district policies and administrative procedures and in a safe and efficient manner. Drivers of district-owned vehicles will be properly licensed. In addition, the following procedures will apply:

1. District employees must fill out a ***Request for Field Trip Approval and Transportation Request form*** prior to use of district owned-vehicles.
2. District employees must present a valid driver's license.
3. District employees shall not use district-owned vehicles for personal or private proposes.
4. District employees must return district-owned vehicles to the Transportation Department after use. (Unless otherwise approved by Superintendent)
5. District employees must operate district-owned vehicles in a lawful and safe manner.
6. District employees shall immediately report any accident involving a district-owned vehicle to the appropriate law enforcement agency and to his/her immediate supervisor.
7. District employees shall immediately report **any** citations received from law enforcement while operating a district-owned vehicle, failure to do so may result in disciplinary action up to and including termination of employment with the district.
8. In the event of an overnight trip, a gas card will be provided by the Business Office.