

400.10L USE OF SCHOOL AND *PERSONAL* VEHICLES *FOR SCHOOL PURPOSES*

- A. School vehicles are normally available for staff pre-approval staff development and meeting purposes.
- B. Sign up priority is subject to the total distance of the trip, number of people in the vehicle, and if students are being transported.
- C. Student group use has priority over staff vehicle use.
- D. When a school vehicle is used, the driver should fuel upon return if the tank is 50% or less.
- E. The vehicles are cleaned inside and out at the time of oil changes and servicing. The drivers are responsible for all other normal care. (Clean up litter, etc.)
- F. If an employee has pre-approved travel needs and a school vehicle is not available, current school district mileage reimbursement rate may be vouchered. Odometer readings are required on the claim form. Reimbursement will be made via School Board Action.
- G. No school vehicles are provided for students to attend tournaments when the local New York Mills team/individual is not competing. The only exception is a fan bus.
- H. Anyone driving a school or personal vehicle on school business must have a valid drivers license and a good driving record. The district reserves the right to refuse the use of any school vehicle or use of a personal vehicle on behalf of school business based on lack of current and appropriate driving license, poor driving record, drug and alcohol testing results, or any other good and sufficient as determined by the district.
- I. Employees, volunteers, or parties using or contracting the use of a personal vehicle for school business proposed will be required to submit a certificate of auto liability insurance to a level of coverage acceptable to the district.

Cross Reference: Policy # 500.4L State Tournaments