

EMPLOYEE USE OF SCHOOL BOARD VEHICLES

To ensure an effective instructional program, the School Board provides public vehicles for the transportation of materials, students, and school personnel.

The following guidelines for the use of School Board vehicles by school employees are established to govern individual use:

1. The Superintendent of Schools authorizes employees to use vehicles within the county for school use.
2. No vehicle may be taken out of the county without written authorization from the Superintendent of Schools. This authorization is given on the standard form for conference attendance, which is approved by the principal or department head, and the Director of Transportation, who serve as the Superintendent's designees.
3. Vehicles are provided for the Superintendent and Assistant Superintendent who are on twenty-four (24) hour call and must respond to emergency situations.
4. The Superintendent shall require the following employees who are on twenty-four (24) hour call to respond to general school emergencies, building emergencies, or transportation emergencies to commute in a school vehicle to and from his/her home: Director, Transportation; Shop Manager/Foreman, Transportation; Construction Manager; Facilities Manager; and Energy Manager. Response after normal working hours at anytime of the year, including nights and weekends, is expected. The Commuting Valuation Rule will be used to determine the taxable value of personal commuting. An annual contract (EEB-E) shall be signed by the employee and the Division Superintendent.
5. The Superintendent may authorize members of the transportation department or other division employees to use vehicles in emergency situations, such as hurricanes or possible snowstorms, in order to protect persons and county property from any type of danger or destruction.
6. Personal use of county vehicles is prohibited. School Board vehicles are to be used for official use only.

ADOPTED: May 12, 1987

REVISED: July 1, 1991
September 14, 2004
July 14, 2009 (retroactive to July 1, 2009)

CROSS REFERENCE: EEB-E Annual Contract Governing Employer-Provided Vehicle Terms and Conditions