

DISTRICT OWNED VEHICLES

The purpose of the policy is to establish guidelines for use of district owned vehicles:

1. Use of district owned vehicles is restricted to **Shaker Regional School District (SRSD)** employees for school- related purposes. Persons using school vehicles must review and sign this Vehicle Use policy annually. This form must be filed in the Business Office.
2. Personal use of school vehicles is not permitted. Vehicles must be returned to school property daily.
3. The Facilities Manager (or designee) will be allowed to take the district owned vehicle home when inclement weather, or other approved circumstance, is pending to allow for timely response to conditions on a 24 hour basis. Vehicle use during this time will continue to be restricted to school- related purposes.
4. Operators must hold a valid driver's license and a copy of said license will be attached to this policy at the time of signing.
5. Operators must notify the Superintendent of any change in driver's license status within 10 days of the change.
6. Operators must operate vehicles in accordance with all applicable federal, state and local laws.
7. All accidents and/or citations issued by law enforcement, during the operation of the school vehicle, must be immediately reported to the operator's direct supervisor and to the Business Office at SAU #80.
8. Seat belts must be worn at all times by all occupants in the vehicle.
9. Tobacco use in school vehicles is strictly prohibited.
10. Alcohol use and possession of alcohol in school vehicles is strictly prohibited.
11. Hand held device use is prohibited for the driver.
12. Vehicles must be locked and ignition off when unattended.
13. All district owned vehicles will be required to have school district identifying signage conspicuously placed on at least one side of the vehicle.
14. Adhering or affixing of bumper stickers, slogans, endorsements or any other decal is prohibited.
15. It is the responsibility of the Facilities Manager to properly maintain all vehicles, including, but not limited to, conducting routine scheduled maintenance (i.e. oil change, tire rotation, etc.), assuring vehicle registration and inspection are valid and current, and maintaining interior and exterior cleanliness of the school maintenance vehicles.
16. A driver log book for all off campus destinations use must be maintained. Log will include: date, name of operator, time in, time out, destination, mileage start and mileage end.