

**Use of District -
Owned Vehicles**

District-owned vehicles shall be used for District business only. With the exception of going directly to and returning directly from lunch, District vehicles shall be used only when the driver is in the course and scope of assigned duties. Without prior approval from the Superintendent, personal use of these vehicles shall be strictly prohibited.

An annual report from the Department of Public Safety shall be obtained on all persons driving a District-owned vehicle. Employees driving District-owned vehicles shall obey all traffic laws and speed limits and shall drive courteously.

Before driving a vehicle for the first time, each employee driving a District-owned vehicle shall perform a driving check observed by a supervisor to verify the employee's ability to drive the vehicle.

**Use of Personal
Vehicles for District
Business**

Prior to using a personal vehicle for District business, an employee shall receive approval from the Superintendent or designee. Employees using personal vehicles in the course and scope of assigned duties shall maintain financial responsibility as required by law.

A report from the Department of Public Safety may be obtained on any person using a personal vehicle for District business while transporting students. Employees using personal vehicles for District business while transporting students shall obey all traffic laws and speed limits and shall drive courteously.

Use of School Buses

Extracurricular
Activities and Field
Trips

The Superintendent or designee shall develop administrative regulations for requesting, scheduling, and using District school buses for extracurricular activities and field trips. The regulations shall address any necessary charges to student groups for such uses, in accordance with applicable state rules.

Nonschool Use

Nonschool uses of District school buses shall be permitted only with approval from the Superintendent or designee. Such use shall not be permitted when in conflict with school use. In granting approval, the Superintendent or designee shall not make decisions based on the viewpoints expressed by the requestors.

Nonschool organizations using District buses shall agree to comply with all applicable administrative regulations and to pay all applicable fees to cover the cost of such use.

**Emergency Use
Exception**

In case of emergencies or disasters, the Superintendent or designee may authorize the use of District vehicles by civil defense, health, or emergency service authorities.

[See GKD regarding nonschool use of school facilities]