

Staff Use of School Vehicles

GBCB

No school vehicle may be used for personal use or convenience of any employee of the district for any reason.

In order to ensure the maximum safety of students, district employees involved in transportation activities must follow these risk management guidelines:

1. It is the policy of the district to provide district vehicles for official school activities and business whenever possible.
2. When district-provided transportation is available, students and district employees are required to use this transportation unless circumstances exist which warrant alternative arrangements. These arrangements must have prior approval by the superintendent.
3. The use of private vehicles, particularly for the transportation of students, is discouraged and will be approved only when no other method is available. When private use of a vehicle is approved, the following procedures must be followed:
 - a. A request to use a private vehicle must be submitted to central office before the employee will receive mileage reimbursement.
 - b. The employee must submit proof of valid insurance and certified he/she will inform the district if there is any change in insurance.
 - c. The employee will provide authorization to check his/her record through a Department of Motor Vehicles check. The driver's license of the employee must be valid and his/her driving record acceptable to the district.
 - d. The district will not provide coverage for damage to an employee's personal vehicle when the employee drives a personal vehicle on behalf of the district.
 - e. If district transportation is not provided, students and parents of students participating in the trip need to be aware that the district does not take responsibility for the trip, the routes taken, or supervision during the trip.

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