

**SCHOOL DISTRICT VEHICLES**

Vehicles owned or leased by the District are assigned to personnel for the benefit of the District and shall not be used for private purposes.

Prior to operating any District vehicle, the driver will provide proof of a valid driver's license.

Failure by an employee who drives district vehicles to possess a valid driver's license for the vehicle or to report loss of same to the Chief Officer of Human Resources and Equity may be grounds for dismissal. It shall be the responsibility of the employee to report to his/her immediate supervisor all accidents and/or citations issued by law enforcement officials immediately.

Decisions regarding the assignment or use of District vehicles shall be based on cost effectiveness and the effective use of the staff member's time. Vehicles may be reassigned, used in car pools or such other arrangements as deemed most beneficial for the District and/or the public purpose. District vehicles are not to be taken home during off-duty assignments except by authorization of the Superintendent or his/her designee.

All district vehicles shall be free of any markings or symbols except for District identification and those required by law.

ADOPTED: 10/10/94  
3/1/00

Reviewed: 9/94, 2/5/04, 9/3/09, 12/6/18