

SCHOOL-RELATED
USE

Reservations for District vehicles for extracurricular activities must be made by sending a request form to the Transportation Director 5 days in advance.

District vehicles needed for approved field trips must be requested at least 5 days in advance.

These requests must be signed by the Transportation Director or, in the case of an athletic event, by the Athletic Director.

Each stop requested for a field trip must be listed in advance. The transportation department will decide on routes to be used as appropriate for the vehicle size, traffic patterns, etc. The driver cannot change the route except in cases of emergency.

Group sponsors are in charge of student behavior on field trips, in accordance with the Student Code of Conduct. Eating on buses may be allowed on special trips when it is supervised by teachers and sponsors. Glass containers are prohibited for safety reasons. The driver will determine the loading return time according to actual driving time needed in conjunction with road conditions.

PERSONAL USE

To satisfy IRS requirements, the following rules will apply to District cars, trucks, and any other vehicles other than school buses:

1. A vehicle owned or leased by the District may be provided to one or more employees to use for District business.
2. For bona fide business reasons, the District may require an employee to commute to and from work in a District vehicle.
3. Use of a District vehicle for personal purposes is not permitted, other than commuting or *de minimis* personal use, such as stopping for a personal errand between business use and the employee's home.
4. The District will account for the commuting use by reflecting an appropriate amount, in accordance with IRS regulations, in the employee's gross income on the annual Form W-2.

If an employee so chooses, he or she may leave the District vehicle on school property when it is not being used for District business and will not be charged for its use.

SAFE OPERATION

All District vehicles will be operated in the safest manner possible. The following guidelines will apply to the operation of District cars, trucks, and any other vehicles other than school buses:

1. When driving, employees must be physically and mentally capable of operating any vehicle safely. No employee should

operate a District vehicle after having consumed alcoholic beverages or taking medication that may cause drowsiness.

2. Drivers will obey all traffic laws and observe legal speed limits at all times.
3. Any traffic citations will be the responsibility of the driver.
4. When driving, employees may use electronic communications devices only for District communications and emergency situations, in accordance with the law. Employees are prohibited from sending or viewing text messages or checking e-mail, for any purpose, while driving.

Necessary repairs may be requested on a transportation department work order.

[See CNC(LEGAL) for safety requirements for school buses]