FILE: EEBA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 16, 1992
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DATE REVISED: September 20, 2012
DATE REVISED: August 15, 2013
DATE REVISED: May 17, 2018

FILE SECTOR: SUPPORT SERVICES
POLICY TITLE: USE OF DISTRICT-OWNED VEHICLES

When conducting official school business, board of education (BOE) members and district staff shall use a district owned vehicle, if a vehicle is available. In cases where a vehicle is not available, BOE members and district staff shall provide their own transportation and shall be reimbursed at the approved rate.

Vehicles shall be scheduled and released through the district office or individual school buildings. Vehicles shall be scheduled on a first come, first-served basis. However, priority in assignment may be given on the basis of distance to be traveled, duration of the trip, nature of the school business and number of people traveling.

The following information must be secured prior to the release of a district vehicle: name of driver, destination (e.g., school, hotel, town), date and time of departure, date and time of return.

The driver must hold a valid driver's license.

All traffic citations and their payments shall be the responsibility of the driver. The driver and passengers must follow all applicable safety and legal requirements.

District vehicles are purchased for school purposes only. These vehicles should never be used for personal use. Vehicles may be used to transport students only if state law requirements are met.

A BOE member or employee may take a district vehicle home when there is a scheduled trip on the following day or when returning from a trip provided the vehicle is returned in a timely manner and is ready for the next scheduled trip. All requests must be approved by the district office.

It is expected that ordinary care shall be taken when operating or riding in a district vehicle. All warning lights and gauges should be monitored and the vehicle checked when there is indication that the vehicle may be functioning improperly. The driver shall report any damage, malfunction or impending malfunction to the district office immediately.

CROSS REFERENCE: EEBB
LEGAL REFERENCE: Section 121.555, Wis. Stats.