

General Use of District-Owned Vehicles

General Use of District-Owned Vehicles

The following District vehicles shall be used only when employees are engaged in school business: school buses, vans, mail delivery trucks, maintenance vehicles, maintenance personnel carriers, tractors, and other grounds equipment. Vehicles shall be stored on school property.

The Superintendent/designee may assign vehicles to District employees. Staff members who are assigned school vehicles on a full-time basis may drive the vehicles to and from work, but may not use the vehicles for private purposes. The overnight storage of a District vehicle at an employee's residence is prohibited except for those employees assigned a vehicle on a full-time basis.

Approved District Volunteers

Per Board Procedure 1002.3a, District volunteers may drive a District-owned vehicle upon approval from the Manager of Transportation.

All Approved District Drivers

All individuals who are approved to drive or assigned a District-owned vehicle, District employee or volunteer, shall be reviewed annually by the Manager of Transportation to ensure the following:

- Must have a current, valid and appropriate driver's license or Commercial Driver's License (CDL)
- Must not be subject to any driver's license suspension, revocation, cancellation, denial or bar and not have committed an offense or act which, either alone or with previous offenses or acts, could result in license suspension, revocation, cancellation, denial or bar.

Special Use of District-Owned Vehicles

Transportation of District Students/Staff:

When requested, the District may furnish District-owned vehicles to transport students and chaperones for purposes of field trips and co-curricular activity trips. District-owned vehicles also may be used to transport school student spectators and chaperones to various interschool functions. In all cases, the District will be reimbursed the cost for the trip as determined by the Manager of Transportation.

Transportation of Non- School Groups:

District-owned vehicles may be available to non-school groups which promote cultural, educational, civic, community, or recreational activities for transporting to and from non-school sponsored activities in the state.

The Manager of Transportation will assess appropriate fees for the use of District-owned vehicles.

Transportation of District Students/Staff:

When requested, the District may furnish school bus transportation to transport students and chaperons for purposes of field trips and co-curricular activity trips. School buses also may be used to transport public school student spectators and chaperons to various interschool functions. In all cases, the District will be reimbursed the cost for the trip as determined by the Manager of Transportation.

Transportation of Non- School Groups:

District-owned vehicles may be available to local non-profit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from non-school sponsored activities in the state.

The Manager of Transportation will develop administrative guidelines and assess appropriate fees for the use of District-owned vehicles by local non-profit entities.

Code of Iowa: Chapter 285

Approved: 07-10-78
Reviewed: 09-25-89
Revised: 10-09-89
Reviewed: 06-09-97
Revised: 01-11-99
09-08-03
Reviewed: 04-14-08
Revised: 02-24-14
04-22-19