

SCHOOL DISTRICT OF BAYFIELD USE OF SCHOOL-OWNED VEHICLES

School District of Bayfield owned vehicles may be used by authorized drivers for various transportation needs and maintenance activities when conducting official school district business. Authorized drivers include District employees and contracted employees. Approved volunteers may be authorized to operate District-vehicles for school activities on a case-by-case basis as approved by the District Administrator. District vehicles are for school purposes only. Trips with students for curricular or co-curricular purposes will take precedent over staff only vehicle requests. Vehicles are not to be taken home during off-hour duty assignments except by authorization of the District Administrator.

Requests to use District vehicles are available in each school office. Such requests are to be completed and submitted to administration at least ten (10) days prior to the date of the request. Employees using District vehicles are required to adhere to all procedural guidelines listed on the vehicle request form.

Employees attending out-of-district meetings or events should request the use of a District vehicle. When available, one district vehicle may be dispatched for 1-4 participants attending the same event. Employees who choose not to ride in a district vehicle when one is available are not authorized to collect mileage. In cases where district vehicles are not available, employees shall provide their own transportation and will be reimbursed at the current IRS rate. The District encourages ride sharing in cases where a District vehicle is unavailable and multiple people are attending the same event. The District will reimburse at the current IRS rate to one (1) driver for every four (4) persons attending the same event.

A school bus should be used to transport groups of students numbering 14 or more. Exceptions must be approved by the District Administrator in advance. When the operation of a school bus is impractical, district-owned vehicles may be used for student transportation. District vehicles transporting students shall be driven by District approved operators only.

It is the driver's responsibility to ensure proper vehicle etiquette, courtesy and safety are followed. This includes completing pre/post trip inspection forms, cleaning out the vehicle at the end of a trip, **keeping the fuel tank full**, following the rules of the road and ensuring that all occupants of the vehicle are properly wearing seat belts at all times. Drivers are to report any mechanical or safety concerns immediately. It is expected that ordinary care shall be taken when operating or riding in a school vehicle. Violation are reported to the District Administrator and may result in an employee's/group's District vehicle use privileges being revoked.

The vehicle driver and passengers must follow all applicable State of Wisconsin safety and legal requirements. Guidelines and procedures contained in the vehicle's log folder

must be following when an accident occurs. Any traffic violations committed by a driver while using district-owned vehicles are the financial responsibility of the driver. Any traffic violations or accidents involving the operation of a District-owned vehicle are to be reported to the employee's immediate supervisor as soon as possible.

The Motor Vehicle Records (MVR) of any person who may drive a vehicle on the District's behalf shall be reviewed annually. The purpose of the review is to ensure that any disqualifying offenses that would prohibit transporting students have been identified. All individuals whose MVR may be reviewed will be informed ahead of time.

Cross Ref: 671.2 – Mileage Reimbursement
901 Exhibit 1 – Vehicle Request Form
901 Exhibit 2 – Vehicle Log

ADOPTED: January 13, 2014
REVISED: December 12, 2016