

SCHOOL VEHICLE USE (Maintenance Department)

The purpose of the policy is to establish guidelines for use of school maintenance vehicles:

1. Use of school maintenance vehicles is restricted to School District employees for school-related purposes. Persons using the vehicle must review and sign this School Vehicle Use policy annually.
2. Personal use of school maintenance vehicles is not permitted.
3. Operators must hold a valid driver's license and a copy of said license will be attached to this policy at the time of signing.
4. Operators must notify the Facilities Manager of any change in driver's license status.
5. Operators must operate vehicles in accordance with all applicable federal, state and local laws.
6. All accidents and/or citations issued by law enforcement, during the operation of the school vehicle, must be immediately reported to the operator's direct supervisor and to the Business Office at SAU #90.
7. Seat belts must be worn at all times by all occupants in the vehicle.
8. Tobacco use in school vehicles is strictly prohibited.
9. Alcohol use and possession of alcohol in school vehicles is strictly prohibited.
10. School maintenance vehicles must be locked and ignition off when unattended.
11. School maintenance vehicles are expected to be used within the SAU #90 district boundaries. However, it is understood there may be circumstances (i.e., meetings, purchasing of supplies/materials or vehicle servicing) when use outside of these boundaries is permitted.
12. The Facilities Manager (or designee) will be allowed to take the school maintenance vehicle home when inclement weather, or other approved circumstance, is pending to allow for timely response to conditions on a 24 hour basis. Vehicle use during this time will continue to be restricted to school-related purposes.
13. It is understood school maintenance vehicles are assigned and operated primarily by the school maintenance department. Use by other employees of the Hampton School District may be authorized by the Facilities Manager when deemed necessary for school purposes.
14. All school maintenance vehicles will be required to have school district identifying signage conspicuously placed on at least one side of the vehicle.
15. Adhering or affixing of bumper stickers, slogans, endorsements or any other decal is prohibited.
16. It is the responsibility of the Facilities Manager to properly maintain all vehicles, including, but not limited to, conducting routine scheduled maintenance (i.e. oil change, tire rotation, etc.), assuring vehicle registration and inspection are valid and current, and maintaining interior and exterior cleanliness of the school maintenance vehicles.
17. A driver log book for all off-campus use must be maintained. Log will include: date, name of operator, time in, time out, destination, mileage start and mileage end.
18. A copy of this policy will be maintained in each school maintenance vehicle.

Signature of Employee

Date

DATE: June 8, 2010
Adopted:
Reviewed:
Revised:
Cancellation: