

## District Owned Vehicles

The District may provide vehicles as necessary for maintenance, support services, or other activities associated with District business. Only authorized employees may operate District-owned vehicles. District vehicles may be assigned to specific staff by the superintendent.

Operators of District vehicles, and employees using personal vehicles for District business, must be properly licensed and comply with all applicable laws. District-owned vehicles may be used only for District business; operating a District vehicle for private use requires specific Board authorization.

Accidents involving District vehicles must be promptly reported by the employee to the immediate supervisor. Driving or traffic citations received while operating a District vehicle are the responsibility of the individual and must be reported to the immediate supervisor. Failure to report accidents or traffic violations could lead to disciplinary action up to and including termination.

Adopted: February 11, 1997  
January 23, 2001  
October 22, 2002

Revised: October 28, 2008  
March 10, 2015

