

## POLICY 2218

### Transportation - District Owned Vehicles

- A. District employees approved to travel on official district business may be furnished a district owned vehicle. If a district owned vehicle is unavailable or other extenuating circumstances exist which require the use of a privately owned vehicle, reimbursement will be made at the current district approved rate. (Reference [Policy 2220 Transportation – Per Diem and Travel Allowances](#)) Reimbursement will occur only if permission has been obtained in advance from the-immediate director or supervisor.
- B. The District Director of Transportation will be responsible for scheduling the use of district vehicles and will oversee maintaining the vehicles in safe and reliable condition. Work repairs, regular servicing and warranty work is the responsibility of the school district transportation mechanics.
- C. District-owned vehicles are held and used for designated purposes. For example, the designated purpose of a school bus is to transport children to and from school, and under the direction of an authorized district employee to transport children to and from school sponsored events such as field trips and travel to school extracurricular activities. Vehicles may be assigned to employees on a long term basis for the convenience of the district. Vehicles are only to be used by the employee within the scope of their job assignment. Personal use of vehicles is prohibited. Employees with assigned vehicles will have their income adjusted per IRS rules to record the benefit. The employee is responsible for any added tax liability associated with the adjustment.
- D. School vehicles should be driven only by drivers approved by the district. The district shall approve as drivers only those persons who have driving credentials issued by the State of Utah sufficient to operate the vehicle in the designated application and whose driving record meets district standards. Drivers of school vehicles will complete the on-line Utah Safety Council Defensive Driving course as required by Risk Management. Video and Test located on their web page at <http://www.risk.utah.gov/>. Test results to be sent to employee's immediate supervisor and a copy to the Transportation Department. This program must be completed every two years. Administrators or supervisors of work assignments, which include the use of vehicles, shall expressly assign drivers as needed to perform driving assignments. When returning a district vehicle: Re-fuel if less than ½ full and include receipt if envelope provided. Clean up trash and check for fallen articles under the seats. Report any spills or damage inside the vehicle. The identifying fuel card must remain with the vehicle keys. Report notification of needed service. If the vehicle is involved in an accident, the local law enforcement MUST be contacted no matter how minor the incident may appear.

- E. District owned vehicles are not to be driven by students except as part of the regular instructional program in driver's education. District vehicles driven as part of the driver's education program are to be properly marked as student driven vehicles. Other passengers, not employed by the Box Elder School District, need documented verbal approval by the employee's immediate supervisor, before being transported in a district vehicle. No pets will be allowed in the district vehicles, unless used as a service animal.
- F. The district may disqualify an employee from operating district vehicles because of a poor driving record notwithstanding that the employee has state driving credentials in good standing.
- G. Employees attending conferences, training forums, etc. which are outside the Utah state lines, are required to use their personal vehicle and apply for mileage/fuel compensation.
- H. A district-owned vehicle should be parked at the district garage nearest the place of regular work assignment after hours unless the designated purpose of the vehicle expressly authorizes the vehicle to be parked elsewhere or unless the designated purpose of the vehicle includes expected 24-hour emergency use of the vehicle.
- I. In an emergency, a district owned vehicle may be used by law enforcement personnel or other persons for the purpose of saving life to the extent made necessary by exigent circumstances, but all reasonable efforts shall be made to comply with district policy governing vehicles and the operation of such vehicles and to protect district vehicles and other district property from harm.
- J. School district vehicles assigned to an employee:
  - a. Each department supervisor/director should keep a list of the vehicles used within their department and the employee assigned to each vehicle. The driver is responsible for a quick observation of the vehicle, tires, working lights, windshield wipers and washers, etc. Any servicing must be scheduled with the district mechanics on a regular basis. Work repairs/warranty work, must be authorized by the district mechanics.