

New Policy

Cooperative
4:190 - ~~District~~ ~~Vehicle~~ ~~Use~~

The school ~~district~~ ^{cooperative} owns and operates a variety of ~~vehicles~~ ^{vans} including Driver Education vehicles, compact school buses (white), O/M vehicles (van, mail truck, SUV), and motorized vehicles (mowers, snow removal, etc.). Drivers of ~~district~~ ^{cooperative} vehicles are expected to follow clearly outlined ~~district~~ ^{cooperative} procedures for both using and operating those vehicles. All vehicles are to be used to conduct ~~district~~ ^{cooperative} business only. Generally, vehicles should be used for their specific purpose. School Buses are mainly used for activities, small sports teams, and small field trips. Driver Education vehicles are used primarily for Driver Education classes. O/M vehicles are used for O/M purposes only. Any deviation of ~~vehicle~~ ~~use~~ from the purposes outlined above must be approved by the Superintendent, Assistant Superintendent, Business Manager, or the Building Principal.

The following procedures should be followed for employees operating ~~district~~ ^{cooperative} owned vehicles:

- All operators must possess a valid driver's license, and insurance.
- Vehicles must be operated in a safe and efficient manner.
- Employees are strictly prohibited from operating a ~~district~~ ^{cooperative} vehicle while under the influence of alcohol or illegal drugs.
- Drivers must report any damage to a vehicle as soon as it is identified.
- Drivers must respond appropriately in the event of an accident.
- Drivers are responsible for the cleanliness of the vehicle.
- All drivers must wear seatbelts and obey traffic laws.
- The ~~district~~ ^{cooperative} prohibits the transport of any cargo unrelated to school business.
- The personal ~~use~~ ^{cooperative} of a ~~district~~ ^{cooperative} owned ~~vehicle~~ ^{cooperative} is strictly prohibited at any time.

Employees who fail to follow the ~~district~~ ~~vehicle~~ ~~use~~ policy or ~~vehicle~~ ~~use~~ procedures may be subject to disciplinary action which may include suspension and/or termination.

~~ADOPTED: November 14, 2011~~

~~COMMUNITY HIGH SCHOOL DISTRICT 218~~