

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 3/28/12



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
 ☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
 This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 3/22/12

To: **Board of Trustees**
 Browning Public Schools

From: Mary Johnson
Title: Superintendent

Subject: **Amend District Vehicle Use SOP's**

Description: During the Special Board Meeting for Policy Review held on March 19, 2012, the Board of Trustees agreed by consensus to amend the District Vehicle Use SOP's.

Financial Impact: \$ NA

Funding Source (Budget/grant, etc.): NA

Attachment(s): Policy

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Use of District Vehicles Standard Operating Procedures

The use of district vehicles is limited to District # 9 employees and Board members. District Vehicles are available for transportation that is in the best interest of the students. User groups Include those (1) full time users; employees who are available 24/7 and could be called out at any time to respond to a school situation, (2) work related users; employees who need a vehicle during work hours to do school business i.e. truant officers, maintenance workers, etc. (3) rural school use; employees who need a vehicle to travel to and from rural schools as part of their duties, and (a) occasional users; employees or board members who need a vehicle to travel to professional development opportunities or meetings approved by the district.

You must have a copy of current Montana State Driver's License on file. If your license is expired or suspended for any reason, it is your responsibility to report it to the Director of Transportation.

You must document your area district employee.

You must sign agreement provided by district transportation department.

Family members **cannot** be transported in district vehicles.

District vehicles are **not** to be used for personal use.

Use of tobacco is not allowed in district vehicles (*See School Policy #5190 Tobacco Free and MCA 20-1-220 Use of Tobacco Product in Public School Building or Property Prohibited*).

Any damage to vehicle or any maintenance issues must be reported to transportation department immediately.

The following guidelines apply to full time users and work related users

1. Vehicles are to be **parked when not being used for school purposes.**
2. If vehicle is damaged as a result of carelessness or failure to follow service plan, you or your program, will be responsible for cost of repairs.
3. Full time users may use transportation facilities to clean vehicles.
4. *Failure to follow SOPs could result in a suspension of use of school vehicle*

1
2
3 **VEHICLE USE AGREEMENT FOR BROWNING PUBLIC SCHOOLS**
4
5
6

7 Agreement made this _____ day of _____, 20____
8
9

10
11
12 This agreement is made by School District #9 and _____
13
14
15

16
17 I am agreeing to use a School District #9 vehicle # _____ Vin # _____
18
19
20
21

22 I agree to maintain and report any problems to my supervisor/Transportation Department that may arise
23 while I am using this vehicle.
24
25
26
27

28 If the vehicle needs immediate attention, I will notify Wayne Bullcalf at 406-338-2952.
29
30
31
32
33

34 _____
35 Print Name

Signature

36
37
38
39
40
41 _____
42 Witness Printed Name

Witness Signature
43
44
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46
47
48
49

1
2
3 **VEHICLE MAINTENANCE FORM 2011-2012**
4
5

6 VEHICLE# _____ MAKE _____ MODEL _____ YEAR _____
7

8 ISSUED TO _____ APPROVED DRIVER _____
9

10 DRIVER'S LICENSE ON FILE: YES NO
11

12 DATE _____ BEGINNING MILES _____
13

14 OIL CHANGE: DATE _____ MILEAGE _____
15

16 NEXT SERVICE: DATE _____ MILEAGE _____
17

18
19 **SERVICE SCHEDULE** DATE _____ **OK** _____ **NEEDS TO BE CHANGED**

20
21 TRANSMISSION _____
22

23 FRONT AXLE/REAR AXLE _____
24

25 COOLANT _____
26

27 BELTS/BATTERIES _____
28

29 TIRES _____
30

31 FILTERS _____
32

33 AIR FILTER _____
34

35 FUEL FILTER _____
36

37
38 **DAMAGE NOTED:** _____
39

40 **SERVICED BY:** _____
41

42 **ANY DAMAGE TO VEHICLE BY DRIVER DUE TO NEGLIGENCE WILL BE PAID FOR BY THE**
43 **DEPARTMENT OF THE DRIVER.**
44

45
46 **COMMENTS:** _____
47

48 _____
49
