

## Non-Instructional Operations and Business Services

### Use of District-Owned Vehicles

#### I. Purpose

This policy defines appropriate use of [school](#) district-owned vehicles.

#### II. General Statement of Policy

The school district owns and maintains district-owned vehicles necessary to meet the educational and operational needs of the ~~school~~ district. All drivers must be properly licensed and follow federal, state, and local laws related to vehicle transportation. All district policies will apply during the use of district-owned vehicles.

#### III. Operations

- A. The director of ~~business services~~ [finance and operations](#), [director of athletics and activities](#), [director of media and technology services](#), and [director of community education and strategic partnerships](#) will work with the supervisor of transportation and the director of [buildings](#) and grounds to coordinate the access, maintenance, and use of [school](#) district-owned vehicles.
- B. Personal use of a district-owned vehicle is strictly prohibited. ~~unless preapproved by the superintendent.~~
- C. An employee who uses a personal vehicle for district business is not covered by the district's vehicle insurance.

Policy  
adopted: 11/08/10  
revised: 09/22/14  
reviewed: 03/20/17

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)  
Edina, Minnesota