

SCHOOL OWNED VEHICLES

The Board of Education recognizes the need and value of school owned vehicles in carrying out the district's goals. The Board has therefore made available vehicles to be used for official school business only. School vehicles are not to be used for personal business, including transportation to and from the workplace.

Adoption date: June 21, 1993

SCHOOL OWNED VEHICLES-REGULATION*Use of School Station Wagons*

1. School vehicles, including station wagons, are to be utilized for official school business only. No school vehicle may be used for personal business.

Transportation to and from the workplace daily is the sole responsibility of each district employee.

2. School vehicles are to be housed at the following locations only:

Mooers Elementary - Mooers Bus Garage

Champlain JHS-SHS Bus Garage

Junior/Senior High School - Champlain JHS-SHS Bus Garage

3. Vehicles are to be returned directly to the school district storage location unless otherwise approved by the Superintendent of Schools after each use.
4. All requests to utilize a school vehicle (station wagon 4 x 4) will be coordinated through the transportation supervisor at the bus garage.
5. All school vehicles are considered part of a "pool" to be used district-wide by authorized school personnel.
6. The transportation supervisor shall develop the necessary control sheets to assure that the vehicle's mileage, destination, etc. are accounted for.
7. If unable to return a school vehicle at the pre-arranged time, please contact the transportation supervisor as the vehicle may have been assigned to another party.

IMPORTANT: The log sheet on clipboard in each vehicle must be completed each time vehicle is used.

Note: There shall be no smoking in any Northeastern Clinton Central School vehicle.

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