

BUSINESS AND PERSONNEL TRANSPORTATION SERVICES

The Board of Education recognizes that there are times when employee use of district-owned vehicles is required for business purposes.

~~The Director of Facilities, who is on call at any hour of the day or night and in emergency situations, may use a district-owned vehicle for any school-related activity and also for private use within Chemung County except when on vacation or when another person has been designated as on call for possible cases of emergency.~~

~~The Transportation Supervisor has the responsibility of checking road conditions to ensure the safety of school bus operations and therefore has a need for a four wheel drive vehicle at various times throughout the year. The Transportation Supervisor may take such vehicle home at any time as he/she determines to be advisable. Any personal use of this vehicle is prohibited.~~

~~The custodial supervisor and the attendance teacher shall each have the use of a school-owned vehicle for school business only. These vehicles are not to be used for personal travel to and from work and such vehicles shall remain on school property when not being used for school business.~~

All ~~other~~ school-owned vehicles shall be used only for school-related activity. Employees ~~using~~ these vehicles may not conduct personal business while en route on school business unless given permission to do so for each occurrence by their immediate supervisor.

Any traffic violation incurred through the use of a district-provided vehicle is the responsibility of the person incurring such violation.

Fueling

Employees using school-owned vehicles will be responsible for seeing that the fuel tank is above half-full prior to the return of the vehicle. If the vehicle is being returned during the hours when the Transportation Garage is open, the employee must have the vehicle fueled there. If the Transportation Garage is closed, then a school credit card is to be used when fueling the vehicle.

Approved: July 1, 2001