

Individuals who use a school vehicle must maintain a mileage and expense record that shall be turned in monthly to the transportation director.

All out of town trips will be logged, with the purpose of trip, mileage of trip, and gasoline usage information.

School owned vehicles are to be used only for school business as related to the individual position and not to be used for personal trips.

The transportation supervisor shall periodically see that all school owned vehicles are serviced properly and records maintained.

The Board of Education may permit the use of school owned vehicles for specific community activities. Such application must be made in writing to the office of the superintendent.

Approved: October 6, 2010

Board Clerk

Board President