

**USE OF DISTRICT VEHICLES**

The purpose of this policy is to set forth conditions for use of District-owned vehicles by staff, other than staff principally employed to provide transportation services to students.

The Board of Education recognizes the need for some District employees to use District-owned vehicles for school purposes on a regular or occasional basis. The Board of Education delegates to the Superintendent of Schools the authority to approve or deny the use of all school-owned vehicles. Only District employees who are designated by the Superintendent of Schools and who possess a current, appropriate and valid New York State driver's license may operate such vehicles.

The Supervisor of Transportation, or his/her designee, shall perform an abstract license review with the New York State Department of Motor Vehicles (DMV) prior to releasing any District-owned vehicles.

**Operation of Vehicles**

Employees must operate vehicles in a safe, courteous and appropriate manner in accordance with weather, lights, and road conditions. The District is not responsible for traffic or parking fines incurred with the use of District-owned vehicles.

The District-owned vehicle may not be operated by anyone other than a District employee.

**Personal Use and Passengers**

The Board of Education specifically forbids any employee to use District-owned vehicles for personal use or to transport passengers who are not directly related to school district business. Unauthorized passengers are not covered under the District's insurance policy.

**Travel Limits**

The determination of the use of District-owned vehicles shall at all times be exclusively for the purpose of fulfilling the job responsibilities of the employee.

**Accidents**

When a District-owned vehicle is involved in an accident, emergency, or violation of law, the Superintendent of Schools, or his/her designee, must be notified as soon as is practical following the incident. Appropriate incident reports must be completed and submitted to the District in a timely manner.

Insurance

The District's insurance will be considered primary insurance.

Regulations

The Superintendent of Schools is authorized to develop regulations for the use of District-owned vehicles. Employees authorized to use District-owned vehicles shall be provided with a copy of policy and regulations and shall be responsible for complying with the provisions of policy and regulation.

Reference: 26 C.F.R., Section 1.61-21  
Education Law §§3023 and 3635  
General Municipal Law §§50-1 *et seq.* and 77-b  
Vehicle and Traffic Law §142; Articles 9 & 19-A  
Op. N.Y. State Comptroller 80-138 (1980)

Approved: February 1, 2011

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