

Article V.C.9. Vehicle Use Standards

A. Authorized and Unauthorized Use of District Vehicles

1. District vehicles shall only be used for official district business.
2. Use of district vehicles outside of the state is not authorized.
3. Unless otherwise authorized, the following are examples of the unauthorized use of a district vehicle:
 - a. Transporting family, friends, pets, associates or other persons who are not district employees or are not serving the interests of the district.
 - b. Transporting hitchhikers.
 - c. Transporting acids, explosives, weapons, ammunition, hazardous materials, and flammable materials. Transporting the above-referenced items or materials is authorized when it is specifically related to employment duties.
 - d. Extending the length of time that the district vehicle is in the operator's possession beyond the time needed to complete the official purposes of the trip.
 - e. Operating or being in actual physical control of a district vehicle with any measurable alcohol concentration in the person's body, under the influence of any drug to a degree that renders the person incapable of safely operating a vehicle, and/or in violation of any state or local law or ordinance that governs reckless driving or operating a vehicle in willful or wanton disregard for the safety of persons or property.
 - f. Operating a district vehicle for any activity that is not included in the employee's job description.
 - g. Using a district vehicle for personal convenience, such as when a personal vehicle is not operational.
4. District vehicles may be taken to a person's home overnight with the superintendent's approval when the person's assignment necessitates immediate access to the vehicle. Travel to and from work shall be on a direct route.
5. School busses may be taken to the driver's home between routes with the approval of the transportation director.

B. Personal Use Standards

1. Personal use of district vehicles is not allowed except in the following circumstances:
 - a. Safeguarding the life, health, or safety of the driver or passenger in an emergency.
 - b. Stopping for a personal purpose during a regularly scheduled break or lunch.
 - c. For individuals authorized to take a vehicle home over night, stopping on the way to or from work for a personal purpose.
2. An employee spending at least one night on approved travel to conduct district business may use a district vehicle in the general vicinity of the overnight lodging for the following approved activities:
 - a. Travel to restaurants and stores for meals, breaks and personal needs;
 - b. Travel to grooming, medical, fitness or laundry facilities; and
 - c. Travel to and from recreational activities, such as to theaters, parks, or to the home of friends or relatives, provided the employee has received specific approval for such travel from the employee's supervisor.

C. Violations of Motor Vehicle Laws

1. Drivers shall obey all motor vehicle laws while operating a state vehicle.
2. Any driver who, while operating a district vehicle, receives a citation for violating a motor vehicle law shall immediately report the receipt of the citation to their respective supervisor.
3. Any driver who receives a citation for violation of motor vehicle laws shall be personally responsible for paying fines associated with any and all citations.

D. Seat Restraint Use

All operators and passengers in district vehicles shall wear seat belt restraints while in a moving vehicle.

E. Smoking in District Vehicles

All district vehicles are designated as "nonsmoking."