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

Approved: February 1, 2011
Revised: April 19, 2016