

# FERNDALE AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL DISTRICT  
VEHICLE

ADOPTED: APRIL 15, 1987

REVISED: JANUARY 17, 2007

<b>710.1. USE OF SCHOOL DISTRICT VEHICLE</b>	
1. Purpose	<p>The district vehicle shall be used for official business as well as for driver education <b>courses</b>.</p> <p>Unauthorized persons (persons not specifically involved in school business) shall not operate or ride as passengers in the vehicle.</p>
2. Definition	<p><b>Unauthorized persons</b> shall include, but are not limited to, parents/<b>guardians</b> of students, providers of school services, and municipal authorities.</p>
3. Guidelines	<p>All employees requesting the use of the <b>district vehicle</b> shall submit the reservation form to the <b>designated administrator</b> no less than twenty-four (24) hours prior to an out-of-town trip.</p> <p>If the vehicle is to be driven out of town, a credit card shall be used for refueling. The card shall be secured from and returned to the <b>designated administrator</b>.</p> <p>The school owned vehicle shall be operated in a safe manner and used with the same care and caution as a personal vehicle.</p> <p>In the event of an accident, major or minor, the details shall be reported immediately upon return to the <b>designated administrator</b>.</p> <p>The vehicle will be left in good condition by the person using it.</p> <p>All employees operating the vehicle shall be responsible for completing the <b>Driver Log</b>, which shall remain in the vehicle.</p>