Support Services

Vehicle Use Policy

Vehicles owned or leased by the District will be available for use by authorized staff for attendance at school district business outside of the district or for other purposes, conditional on the following guidelines.

1. Vehicles owned by the School District are not to be used for private purposes.

2. Vehicles may be used only when such use does not conflict with the needs of the designated use of the vehicle.

3. Use of the vehicle for school business must be approved by the appropriate district administrator.

4. The use of tobacco or alcohol products by the occupants of the vehicle is strictly prohibited.

5. The use of cell phones or electronic devices is prohibited while driving a District-owned vehicle.

6. All drivers should perform vehicle checks to make sure the vehicle is performing correctly prior to leaving school property, to include wipers and lights. If they are not working, the vehicle should not be driven until repaired.

7. The driver using the vehicle shall ensure that the vehicle leaves the district with a full tank of gas supplied by the district. Any gas, oil, or other services purchased during the use of the vehicle while on school business will be reimbursed upon presentation of receipts for such purchases submitted with the proper “Reimbursement of Educational Expenses” form.

8. Employees driving the district vehicles must possess valid Michigan or Ohio drivers' licenses and current automobile insurance.

9. All drivers should verify that all students, employees, or other individuals, including themselves, are wearing seatbelts at all times.

10. The employee driving a district vehicle must report all accidents and/or citations issued by law enforcement officials to the Chief Financial Officer or designee.

Adopted: July 6, 2004
Amended: December 15, 2008
March 1, 2010