

3544 Use of District-Owned Vehicles

District employees may be assigned the use of district vehicles on a daily basis. Keys will be issued to the employee using the vehicle, and the key must be returned when checking in the vehicle. District-owned vehicles shall not be used for personal business.

The responsibility for the safe operation and care of the vehicle shall be assumed by the individual to whom the vehicle is assigned on a regular or occasional basis.

Any employee operating a district-owned vehicle who receives a citation in any way connected with the use of that vehicle, shall report the citation to the Director of Maintenance, Operations and Transportation, or immediate supervisor, immediately upon the return of the vehicle. The school district assumes no responsibility for citations received for any violations. Employees are required to obey all safety laws and speed limits while operating a district vehicle. Anyone who does not adhere to these laws will lose the privilege of the use of a district vehicle.

The employee operating the vehicle shall be responsible for reporting at the time the vehicle is returned to the transportation yard any accident, damage, or mechanical malfunction to the vehicle while it is in his/her possession, regardless of severity.

No employee who does not have in his/her possession a valid California driver's license shall be assigned, or request the use of, a district-owned vehicle.

All employees using district vehicles on a regular or occasional basis must be insurable.

All employees must take and pass all tests for certification to drive a bus or other district vehicle where certification is required. It is the employee's responsibility to maintain proper certification.

Any employee who violates any of these provisions may be subject to suspension or dismissal from their position.

Board Approved:

October 7, 2004

Effective Date: October 7, 2004