

MENOMINEE INDIAN SCHOOL DISTRICT

753

Use of School Owned Vehicles

Vehicles owned by the Menominee Indian School District will be used in accordance with the provisions of the state statute and under the direction of the district administrator. Drivers of district owned vehicles will be properly licensed and must provide the Business Office with a copy their driver's license and certificate of insurance.

- 1) Employees attending out-of-district meetings shall drive district owned vehicles if they are available.
- 2) In cases when district owned vehicles are not available, employees shall provide their own transportation and will be reimbursed at the Board approved mileage rate.
- 3) District owned vehicles are not to be used for personal business.
- 4) District owned vehicles are not to be taken home during off-hour duty assignments except by authorization from the district administrator. An employee may, however, take a school vehicle home when there is a scheduled trip on the following day or when returning from a trip.
- 5) Passengers in district owned vehicles must be staff, board members, or otherwise approved by the district administrator. Transporting family members or friends in district owned vehicles is not allowed, except as approved by the district administrator.
- 6) Employees who regularly drive a district owned vehicle shall keep a daily log of travel that includes name, purpose, destination, and mileage. The travel log will still with the vehicle.
- 7) It will be the responsibility of the employee to report all accidents and/or citations issued by law enforcement officials to the district administrator within 3 days of occurrence. (See Procedures to Follow In A Vehicle Crash 753 Rule)

- 8) Any traffic violations committed by a driver of district owned vehicle are the financial responsibility of the driver.
- 9) It is expected that ordinary care shall be taken when operating or riding in a district owned vehicle. The driver shall report any damage or malfunction to the Transportation Supervisor immediately. (See Safe Driving Performance Expectations 753 Exhibit)
- 10) Vehicle accidents, vehicle violations, and or crimes committed while driving a district owned vehicle may be subject to disciplinary action. In particular driving a district owned vehicle while under the influence of drugs or alcohol or reckless driving may result in termination of employment.

LEGAL REF.: Sections 121.55 Wisconsin Statutes
121.555

CROSS REF.: MTEA Agreement

APPROVED: April 1987

REVISED: November 1994
March 1996
July 1996
February 27, 2006
April 15, 2013
January 20, 2014