

USE OF PERSONAL VEHICLES Employees are allowed to use their personal vehicles in the course of district business. Ordinarily, employees will use their personal vehicles to transport themselves or other employees to district functions. In this case, see district regulation DEE-Travel Regulations-for reimbursement of said employee.

USE OF PERSONAL VEHICLES FOR TRANSPORTING DISTRICT SUPPLIES OR EQUIPMENT Employees, parents or students are NOT ALLOWED to transport district supplies or equipment in their personal vehicles unless they have specific approval from their immediate supervisor. The immediate supervisor must be physically present at the time of transportation or the transporting of these supplies and equipment will be considered theft and the employee will be subjected to administrative action. If the supervisor cannot be physically present then they must detail in writing their approval for the said employee to transport district supplies and equipment. Their approval may be in the form of the “Fixed Asset Transfer” form that must filed out whenever district assets over \$250 on a per unit basis are being transported from one district location to another.

INSURANCE REQUIREMENT Any employee that has received permission to use their personal vehicle for transporting district supplies, equipment or declared surplus, must have at a minimum automotive liability insurance. The employee assumes any legal liability in the event of an accident. Any accidents that occur while transporting district supplies, equipment, or declare surplus, will be covered by the employee’s owe liability insurance. Consequently, the district discourages the use of an employee’s vehicle while transporting district supplies, equipment, or declared surplus.

TRANSPORTING OF DISTRICT DECLARED SURPLUS Any employee that has received permission to use their personal vehicle to transport declared surplus must have on hand a completed and signed “Property Transfer Request” form. Upon delivery of the declared surplus, the employee must have a written signature of the Executive Director of School Resources or designee documenting that the declared surplus property has been reviewed and is receipt of the delivered items (see regulation CI-School Properties Disposal).

USE OF PERSONAL EQUIPMENT FOR DISTRICT An employee may use personal equipment for district purposes provided that this use is approved by their

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immediate supervisor in writing. In addition, this property must be inventoried when in June or December when the district completes an inventory of all district assets. The equipment must be listed as “personal” on the inventory sheet. Upon transfer of the personal equipment to another district location or to the employee’s home, the personal equipment must be removed from the inventory sheet that listed the personal property.

USE OF PERSONAL
EQUIPMENT FOR
TRANSPORTING STUDENTS

An employee **is prohibited** from transporting students in his/her personal vehicle unless they received written approval from the principal. Failure to adhere to this regulation will result in administrative action against the employee, which may include termination.