

DESCRIPTOR TERM:

Support Services

Millard District Policy

File Code: 3070

5th Reading: 07-08-21

USE OF DISTRICT OWNED VEHICLES

1. **Purposes and Uses** – The primary purposes for the purchase and maintenance of district vehicles are: to provide transportation for district staff, driver training, and transportation of teachers with special assignments.
 - a. In addition to the foregoing, the vehicles may be used to return sick or injured students to their homes, be used by job coaches to transport special education students in transitional programs to and from their job sites, to transport teachers or other district employees to meetings, workshops, and conventions authorized by the superintendent, and for any other official school business which is deemed necessary and justifiable by administration.
 - b. Under no circumstances will these vehicles be used by any organization, business, or agency, other than the Millard School District.
 - c. Vehicles may be used by approved personnel for extremely limited personal use while carrying out professional responsibilities and assignments. Such use should never detract from or interfere with completion of the professional assignment.
 - d. The use of these vehicles, or private non-commercial vehicles for transportation of students participating in extracurricular activities, should not be considered. Vehicles are not to be used by coaches for scouting purposes.
 - e. Travel in adverse or stormy weather should be discouraged, especially if the trip is to be made in a vehicle other than a school bus or commercial vehicle.

2. **Service, Maintenance and Operation of Vehicles** – These vehicles are additions to the fleet of regular school buses. They will be serviced, maintained, and operated with the same facilities, and under the same regulations and policies as district-owned buses. The district transportation supervisor will inspect the vehicles regularly and provide the necessary service and maintenance. Careful records of such service and maintenance will be kept for each vehicle.