

## Use and Care of District Vehicles

### Transporting Students:

Vehicles owned by the district are not normally to be used to transport students, except in an emergency. Exceptions may be made for the district owned Agri-Science/FFA vehicle.

An employee needing to use a Type 10 or Type 20 student transporting vehicle owned by the district must notify and receive approval from his or her building administrator prior to contacting the high school. In addition, the employee must read and be familiar with the following document: SILVER FALLS SCHOOL DISTRICT SPECIFICATIONS AND STANDARD OPERATING PROCEDURES FOR TYPE 10 AND TYPE 20 PUPIL TRANSPORTING VEHICLES.

The document, along with a form verifying the employee has received the necessary training and is competent to operate the vehicle, is available in each school office. The verification form must be signed by both the employee and the building administrator. If an employee needs or desires behind-the-wheel training, the employee is to contact the high school employee in charge of transportation.

No employee is permitted to transport students more than three times in a given year in a Type 10 vehicle without first being registered with the Oregon Department of Education. The names of these employees are to be submitted to the superintendent no later than September 30 of each year. No employee is permitted to transport students in a Type 20 vehicle unless such person has completed all requirements for a Type 20 certificate and meets the standards established by the Department of Education of Type 20 activity drivers.

### Other Uses:

Employees authorized to park district-owned vehicles at their home residences are not to use the vehicles for personal use. Personal use does not include transportation between home and work as the employees have been asked by the district to park the vehicles at their homes for the safekeeping of the vehicles. The vehicles are to be parked in the bus barn during summer vacations.

The employees who regularly drive the vehicles are to check the radiator, battery, oil levels and tire inflation unless other arrangements have been made with the maintenance supervisor.

Periodic safety inspections and necessary maintenance will be conducted or arranged by the maintenance supervisor. The maintenance supervisor will keep records of all maintenance services performed on district-owned vehicles.

It is the responsibility of building administrators to share this administrative regulation with district employees prior to the start of each school year.