

**District Vehicle Use Procedures**

1. Use of district vehicles will be arranged through the transportation supervisor. The employee's immediate supervisor must give prior approval for district vehicle use.
2. District vehicles will be picked up and returned to the district bus garage. The driver should check the condition of the vehicle before using it. Vehicles are expected to be returned in the same condition as received. The driver is to report all deficiencies when returning vehicle.
3. All district vehicles will be kept at the district bus and maintenance shop at night. Exceptions to this will be made by the transportation supervisor or his/her designee.
4. All conflicts for use of district vehicles shall be decided by the transportation supervisor or his/her designee.
5. Personal use of district vehicles, other than commuting, is prohibited.