

USE OF SCHOOL OWNED VEHICLES

It is the policy of the Bixby Board of Education to provide various vehicles for use in different programs or for purposes other than student transportation. Regulations applying to the use of such vehicles are as follows.

School-owned/leased vehicles may be used by school employees to conduct school-related business or activities. These vehicles shall be kept or garaged on school property overnight or on weekends unless the conducting of school business requires an overnight stay outside a 50-mile radius of the school. No vehicle will be kept or garaged at an individual's private residence unless approved by the superintendent or designee, except for maintenance vehicles assigned to be on twenty-four hour emergency service call by the director of transportation/building maintenance.

Employees of the district wanting to utilize a school-owned vehicle for school purposes must apply to the director of transportation, specifying the date, time(s), and purpose of the request. Use of a school vehicle may be approved by the director of transportation, assistant superintendents, and the superintendent. Whenever possible, the request must be received one week before the scheduled activity. Vehicles will be assigned on a priority basis.

School personnel requesting the use of a school vehicle must have a good driving record and be subject to the approval of the school's vehicle insurance company.

This policy does not apply to the use of school buses.

REFERENCE: Board Minutes dated September 12, 1994

Adoption Date: November 13, 2000

Revision Date: August 2, 2011