

Regulation 0403.50-AR-04 District Physical Property

CARE OF PROPERTY

Personnel are responsible for the proper use of school property committed to their care and custody. Students should be trained to respect school buildings and materials.

Loss or damage of equipment should be reported immediately to the principal or supervisor.

No school equipment is to be loaned to outside parties without the permission of the principal or supervisor.

Teachers are expected to assist the custodian by turning out lights, closing and locking the windows, and by drawing the shades to the height specified, upon leaving the room at the close of the day.

District Vehicles

Authorized personnel of the District may use district-owned vehicles for the purpose of performing job related duties in an efficient and economical manner. These vehicles will generally be used for official business and work-related activities.

Unauthorized individuals are prohibited from using District vehicles at any time.

Only those persons whose names, copy of driver license, and signed vehicle use agreement are on file are authorized to use District vehicles.

District owned vehicles will not be offered for lease or loaned to any organization for any purpose.

All District vehicles will be identified with a District logo prominently displayed on the exterior of the vehicle.

A copy of this policy will be maintained in all District vehicles.

Personnel Obligations

It is the responsibility of each personnel to visually inspect the vehicle prior to its use to ensure that the vehicle is in a safe operating condition.

Each driver is responsible for reporting theft or damage of District vehicle to local police immediately. Additionally, all information relative to theft or damage must be provided to the Chief of Operations or designee within twenty-four (24) hours.

In the event of an accident involving a District owned vehicle, each driver is responsible for responding as follows:

- Negligence or liability should not be admitted.
- No settlement, regardless of how minor, should be offered.
- The name, address, and phone number of any injured person and witnesses should be obtained, if possible.
- Vehicle identification, insurance, District name, and policy numbers should be exchanged with the other driver.
- Take a photograph of the scene of the accident, if possible.
- Call the police if injury to others is involved. It may be appropriate to call police even if there are no injuries.
- Complete the accident report form in the District vehicle.
- Turn all information relative to the accident over to the driver's direct supervisor and the Chief of Operations within twenty-four (24) hours.

Prohibition of Commuter Use

No personnel shall routinely utilize a District owned vehicle for commuter use. In those instances where it is reasonable for personnel to take a District owned vehicle home overnight for the convenience of the District, approval must be obtained by the direct supervisor.

Loss of Vehicle Privileges

Personnel may have vehicle privileges suspended or revoked, and/or may be subject to disciplinary action, and/or may be liable to the District for costs resulting from any misuse of a District owned vehicle. Examples of such misuse include, but are not limited to: use of a District owned vehicle for other than official District business; driving a District vehicle without a valid Idaho driver's license; unsafe driving practices or abuse of the vehicle; smoking or vaping in a District owned vehicle; failure to use proper fuel; improper fuel card usage; transporting unauthorized passengers on a

regular basis such as non-District personnel, family members, or friends; failure to report an accident or wrongfully leaving the scene of an accident.

Definitions

- District owned vehicles: Those vehicles owned by or operated on behalf of the District and include, but are not limited to passenger vehicles, sport utility vehicles, pickup trucks, vans and other trucks. School buses are not included in the definition of District owned vehicles for purposes of this policy.
 - Commuter use: An employer provided vehicle to travel from home to work and/or from work to home. Routinely driving a District owned vehicle which is parked at a District owned facility near an employee's home, to the employee's assigned work location is also defined as Commuter use for the purpose of taxation.
 - Official business and work-related activities: These activities are meant to be narrowly construed. However, there may be times that official business and work-related activities may coincide with a personal purpose; for example, stopping for meals or minor personal errands in-route is permissible.
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