

VEHICLE AND EQUIPMENT USE PROCEDURES

Effective: November 2, 2012

PURPOSE

The purpose of this procedure is to outline the process for obtaining approval for use of school vehicles and equipment for employees of the Washington South Supervisory Union (WSSU), Northfield School District (NSD), or Roxbury School District (RSD).

GENERAL

WSSU/NSD/RSD employees who travel on official school or extra-curricular business may use a school vehicle as a mode of transportation. All applicable rules of the State of Vermont must be followed. In the event of an accident:

- 1) Contact authorities immediately,
- 2) Contact the WSSU Office at (802) 485-7755, and
- 3) Refer to the VSBIT insurance documentation in the glove compartment for reporting procedures.

CONDITIONS FOR USE

The following conditions apply to the operation of school-owned vehicles and equipment:

1. Only employees of WSSU, NSD, and RSD can operate school vehicles or equipment. The operator must have a valid Vermont driver's license for the type of vehicle being operated on file in the WSSU office.
2. Full- and part-time employees are eligible to use school vehicles or equipment.
3. Authorized passengers in vehicles shall be limited to the following:
 - (a) Employees of the school district when within the scope of employment;
 - (b) With written permission from parent or guardian, students of the school(s) engaged in school-sponsored activities; and,
 - (c) Other persons when it is necessary for them to accompany an employee on official school business or as a guest of the school.
4. It is always recommended that there be two adults at all times when transporting students.
5. All requests must be approved by the Superintendent or Business Manager.
6. All employees operating school vehicle(s) or equipment are required to use proper safety procedures for that vehicle or piece of equipment as required by the manufacturer. The utilization of seat belts when the unit is in motion is mandatory. All applicable state and federal laws are to be followed.
7. Vehicles and equipment are not for personal use. Vehicles may be driven to and from an employee's home when approved by the Superintendent or Business Manager. Vehicles are to be parked at the designated approved spaces on campus when not in use.

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8. Smoking is prohibited in all motor vehicles that are owned, leased, or operated by the schools.
9. Any misuse shall be reported to the Superintendent.

VEHICLE CHECK- OUT/ IN PROCEDURES:

1. Operator must have a signed Use of Motor Vehicle Form on file in the WSSU Office.
2. When a student is traveling, the student must submit a signed permission slip from parent(s)/guardian.
3. Submit an approved vehicle request form with attached copy of approved travel.
4. Pick up keys and vehicle management form only when approved for use.
5. Check vehicle for noticeable damage before and after usage. Report any damage to the WSSU office.
6. Record mileage and purpose for use in the log book located in the glove compartment prior to returning keys to the office.
7. Vehicles are to be returned at the time indicated on the request form. After 4:30 p.m., returned vehicles are to be parked in the designated parking space keys are to be returned to the Business Manager the next business day. In case of delayed return, please notify the Business Manager.
8. Vehicles should not be exchanged between persons or departments without proper approval.

VEHICLE EXPENSES AND EQUIPMENT MAINTENANCE

1. School-owned vehicles may be obtained from the Northfield Municipality or any other service station when preapproved
2. Emergency out-of-pocket expenses, such as towing or emergency repairs, will be reimbursed but must be accompanied by proper receipt identifying the vehicle and itemizing the services. Such expenditures must be of an emergency nature when immediate service is required.
3. Major repairs should be approved by WSSU Administration (Director of Facilities, Business Manager, or Superintendent) prior to work being performed.
4. Annual inspections shall be coordinated under the supervision of the WSSU Administration (Director of Facilities, Business Manager, or Superintendent).

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MISUSE OF VEHICLES

Misuse of school-owned vehicles and equipment may include, but is not limited to:

1. Violation of traffic laws including the utilization of radar detection devices as well as exceeding posted speed limits, reckless driving, illegal parking, etc.
2. Careless operation that results in damage to unit or injury to persons
3. Use of a school-owned vehicle or equipment for personal business or unauthorized commuting purposes.

Disciplinary action will be recommended by the Superintendent and forwarded to the appropriate authorities.

Superintendent:

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VEHICLE AND EQUIPMENT USE
AUTHORIZATION FORM

Employee Name: _____

Date & Time of Vehicle/Equipment Use: _____

Return Date: _____

Estimated Mileage Use: _____

Purpose: _____

Participants: _____

Valid Vermont Driver's License Number: _____
(please attach a copy of your driver's license)

NOTE: Please attach all student permission slips PRIOR to submission

Employee's Signature: _____

Date: _____

FOR WSSU OFFICE USE ONLY

____ Approved

____ *Copy of Driver's License Attached*

____ Unapproved

____ *Student Permission Slips Enclosed*

WSSU Administrator's Signature: _____

Date: _____