

## **Management Support**

### **District-Owned Vehicles**

The district may provide for the necessary transportation and expenses that are incurred in the course of performing services for the district, whether within or outside the district. All such vehicles shall be properly marked with letters of contrasting color at least 1-1/4" in height in a conspicuous place on both sides of the vehicle. A district may use a distinctive insignia which will be at least six (6) inches in diameter across its narrowest dimension. Unless otherwise specified, all travel must be approved in advance by the staff member's immediate supervisor.

Staff members operating district owned vehicles must comply with all state and federal laws including laws relating to the use of telecommunications devices.

The Superintendent is directed to establish procedures for the use of district-owned vehicles. The district shall comply with IRS regulations pertaining to the use of district-provided vehicles for personal commuting.

All bus drivers must meet training requirements as set forth in Policy No. 6330.

Individuals who are not employees of the district may not transport students in district-owned vehicles. Approved volunteers may use district vehicles for non-student transport (such as transporting music equipment). Non-employee drivers of district vehicles must meet the same driver requirements and responsibilities as employee drivers.

Cross References: District Policy	No. 5120	Certification
	No. 6630	Driver Training/Responsibility
	No. 6625	Private Vehicle Transportation
Legal Reference:	RCW 46.08.065	Publicly-owned vehicles to be marked— Exceptions
Adoption Date:	September 22, 1993	
Revised:	January 11, 1995	
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