

SCHOOL VEHICLES

School vehicles including buses are for school use purposes only and need to be stored on school property unless the Board makes a variance for special circumstances. The Transportation Director will recommend to the board variances to be approved on an annual basis. Exceptions must have approval by the Director of Transportation or the Superintendent.

District staff shall use school vehicles when conducting school business requiring transportation when available. The Transportation Director or his or her designee shall be authorized to schedule and release these vehicles for staff use. The Transportation Director shall secure the following information for each release of a school vehicle:

- Name of driver
- Valid drivers license and meet other operator requirements outlined in state law and approved by their supervisor
- Destination (school, restaurant, hotel, etc.)
- Time of departure
- Expected time of return

Only West Salem School District employees may be permitted to operate school vehicles, with written authorization from a supervisor. All traffic citations, fines and their payments are the responsibility of the drivers. If a West Salem employee has an accident and receives a citation, the employee will incur the cost of the deductible.

Staff members conducting school business utilizing personal vehicles must have a copy of their current vehicle liability coverage on file in the district office and secure prior written permission from the building principal to receive reimbursement for mileage at the current approved IRS rate.

Students may not be transported in personal vehicles without written authorization from the building principal, appropriate proof of insurance and a state vehicle inspection report must be on file. School vehicles must be used to transport students for district transportation routes.

West Salem School District
Policy 753

Authorized staff should pickup and return keys from the Transportation administrative assistant. School owned vehicles should be picked up and returned immediately upon return to the High School west parking lot. Vehicles should be refueled at the district approved station, if possible, before returning.

APPROVED: March 25, 1999

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