

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

- name of driver
- valid driver's 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
- supervisor approval

Only West Salem School District employees and those persons acting as a representative of the school district may be permitted to operate school vehicles. The process requires approval from the Director of Transportation following completion of the requirements to operate a school vehicle. 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

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