

UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	2/9/22	New	X
2nd Reading	4/6/22	Revised	
Approved	4/6/22	Substitute	

009.0700 DISTRICT OWNED VEHICLES

NEW POLICY

1.0 Uintah School District maintains a fleet of District owned vehicles for approved use, when available and authorized, for work related assignments. Use of District owned vehicles will be governed by the following:

- 1.1 Generally, District vehicles are to be operated by approved District employees only. However, non- employee adults (21 years of age and older) may operate District vehicles if the person has been designated as an official volunteer (as defined by Utah Code 67-20-3). In order to drive District vehicles, both approved employees and non-employee adults must pass the defensive driving test provided by Risk Management and provide a copy of the test results to the Transportation Department along with a copy of a valid driver license every two years.
- 1.2 An approved District employee or non-employee adult may transport other adults, however they can only transport minors if they have successfully passed a criminal background check along with the other requirements above. A District employee shall complete the-“Request For Permission To Take A Non-District Employee In A District Vehicle” and have it signed by the Superintendent or Business Administrator when a non-district family member is riding in a District vehicle.
- 1.3 District employees approved to travel on official District business may be furnished a District owned vehicle. If a District vehicle is unavailable or other extenuating circumstances exist which require the use of a privately-owned vehicle, reimbursement will be made at the current District approved rate. Reimbursement will occur only if permission has been obtained in advance from the District supervisor responsible for the program for which the travel is to be undertaken. For additional information about travel expense reimbursement, please refer to Uintah School District policy 004.0520 Travel Expense/Reimbursement.
- 1.4 The Transportation Department will be responsible for scheduling the use of District vehicles and will oversee maintaining the vehicles in safe and reliable condition. Person(s) who drive the District vehicle will make certain the vehicle is returned cleaned and with a full tank of gas.
- 1.5 With the exception of the reasonably implied personal use listed in section 2.0, District vehicles are to be used for designated district purposes only. Employees authorized to use District vehicles shall use the vehicles within the scope of work for

which the vehicle is required and thereafter the vehicle shall not be used for any other purpose. Unauthorized use of District vehicles may result in disciplinary action as determined by the Superintendent and Board of Education.

- 1.6 District vehicles are not to be driven by students except as part of the regular instructional program in driver's education. Vehicles designated as Driver's Education vehicles are to be properly marked.
- 1.7 The District reserves the right to revoke or deny an employee or volunteer the privileges of operating District vehicles.
- 1.8 In an emergency, a District vehicle may be used by law enforcement personnel or other persons for the purpose of saving a life to the extent made necessary by extenuating circumstances, but all reasonable efforts shall be made to comply with District policy governing vehicles and the operation of such vehicles and to protect District vehicles and other District property from harm.
- 1.9 Transportation of students in a passenger vehicle: See policy 009.0100

2.0 Reasonably Implied Personal Use

- 2.1 An employee traveling such distance as to require stop for meals and/or rest breaks is authorized to make such stops as is reasonable.
- 2.2 An employee spending at least one night on approved travel may use a district vehicle in the general vicinity of the overnight lodging for the following approved activities:
 - 2.2.1 travel to restaurants and stores for meals, breaks and personal needs;
 - 2.2.2 travel to grooming, medical, fitness or laundry facilities; and
 - 2.2.3 travel to and from recreational activities, such as theaters, parks, or to the home of friends or relatives, provided said employee has received approval for such travel from his or her supervisor.