

EAST MILLINOCKET SCHOOL BOARD POLICY  
SCHOOL-OWNED VEHICLES

NEPN: EEBA

Vehicles owned by the East Millinocket School Department will be used in accordance with the provisions of the state statutes and administrative directives of the Superintendent of Schools. Drivers of such vehicles will be properly licensed and will receive training as determined by the administration to be appropriate.

- Vehicles owned by the East Millinocket School Department are not to be used for private purposes;
- Vehicles are not to be taken home during off hour duty assignments except by administrative directive from the Superintendent of Schools or designee;
- All district owned vehicles are to be so marked;
- Vehicles are assigned to personnel for the benefit of the school district and may be reassigned, used in car pools, or such other arrangements made as deemed most beneficial;
- The Superintendent and/or Transportation Director has primary responsibility for making all vehicle assignments as well as deciding which vehicles should or should not have mobile telephones;
- Vehicles to be purchased will be selected on the basis of economy and efficiency toward accomplishing the assigned purpose;
- No fuel tank for gasoline, propane, natural gas, etc. is ever to be placed in the interior or trunk of any vehicle. New vehicles with tanks installed at the factory are acceptable. Any installation of liquefied petroleum gas kits will comply with National Fire Protection Association (NFPA) No. 58. All equipment must be U.L. approved and all tanks will meet American Society of Mechanical Engineers (ASME) certified tests;
- The replacement schedule for vehicles will be designed toward keeping a dependable fleet. They will be retained for the maximum usage and replaced prior to the time of requiring major repair or expense;
- Prior to operating any district owned licensed vehicle, employees must demonstrate they possess valid drivers licenses. If such licenses are for states other than Maine they will be given 90 days in which to obtain a Maine drivers license;
- Employees who drive vehicles owned by the District will be required to take training courses from time to time as deemed appropriate by the Superintendent and/or Director of Transportation;
- Approximately every year, drivers license checks will be made on all employees who have authorization to drive vehicles owned by the District; and
- It will be the responsibility of the employee to report all accidents and/or citations issued by law enforcement officials to his/her immediate supervisor

Decisions made regarding the use of District vehicles should be based upon:

1. Cost effectiveness and
2. Effective use of a staff member's time.

In most cases, it will be more cost effective for the District to provide certain staff members with a vehicle for transportation. When that is not possible, mileage should be paid for the number of miles driven in a personal vehicle while on official school business during the regular school day or while on official school business that is approved by the supervisor if the hours are not within the school day.

**Adopted: 1-8-02**