

AUTHORIZED USE OF SCHOOL-OWNED FACILITIES AND MATERIALS

To ensure the security and efficient use of school property, the superintendent shall develop regulations governing the use of all school owned property. The regulation shall address the use of school division facilities, supplies, materials and equipment by employees and outside organizations.

Employees are prohibited from utilizing school property for personal use or gain.

Adopted: April 8, 2019

Legal Ref.: Code of Virginia, §§ 22.1-70, 22.1-131, 22.1-132.

Acts 2016, c. 647.

Cross Refs.: DN Disposal of Surplus Items
GBEC/JFCH Tobacco-Free School for Staff and Students
IIBEA/GAB Acceptable Computer System Use
KF Distribution of Information/Materials
KG Community Use of School Facilities
KGA Sales and Solicitations in Schools
KGC Use of Tobacco and Electronic Cigarettes on School Premises

AUTHORIZED USE OF SCHOOL DIVISION OWNED VEHICLES

To ensure the security of school property, the Superintendent shall develop regulations governing the use of all school owned property. The regulation shall address the use of school division facilities, supplies, materials, equipment by employees and outside organizations.

The Division Superintendent shall have responsibility for the purchase, operation, maintenance, and proper insurance of trucks, buses, and automobiles for the school division. The Superintendent may designate that certain employees considered "on call" for emergencies have daily access to school vehicles on a 24 hour basis. Assigned vehicles shall only be driven between the employee's residence and an approved work site during non-duty hours.

Employees are prohibited from using school property for personal use or gain. Vehicles owned by the school division shall be properly maintained in a safe and reliable manner.

Employees are to comply with the following requirements when operating a school owned vehicle:

- **Under no circumstances may school owned vehicles be used for personal use or private gain.**
- Occupants of division vehicles shall be limited to personnel employed by Tazewell County Public Schools or individuals whose business is directly related to the school district.
- Any employee who knowingly operates a division owned vehicle with a suspended or revoked license will be subject to disciplinary action, up to and including, termination.
- Employees who receive a citation for traffic violation and/or involved in an accident while operating a division owned vehicle must inform their immediate supervisor within 24 hours of the incident. Failure to do so will subject the employee to disciplinary action, up to and including, suspension and termination.
- Employees are to operate assigned vehicle with priority given to safety, cost effectiveness and fuel conservation.

Approved by School Board: January 10, 2005