

Van Buren County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Special Use of School Vehicles</h2>	Descriptor Code: 3.402	Issued Date: 12/13/01
		Rescinds: 3.402	Issued: 06/17/99

1 **SCHOOL BUSES**

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3 All standard rules of student and driver conduct shall apply to all extracurricular trips.

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5 System-owned buses may be used by athletic teams and other school groups, provided such trips

6 are recommended by the principal.

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8 The principal will make all transportation arrangements with the director of transportation.

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10 The Board shall be reimbursed by the individual school for the use of buses for extracurricular activi-

11 ties. However, the Board may establish special rates for extended trips or in special cases. Forms for

12 reporting extra use of buses will be furnished to each school principal.

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14 Only qualified bus drivers duly elected by the Board may drive school buses for extracurricular activity

15 trips during the regular school year.

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17 School buses may be used only for the transportation of school personnel on authorized school busi-

18 ness. No other individual or group may rent a school bus without written request to the director of

19 schools' office.

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21 **BOARD-OWNED VEHICLES**

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23 The director of schools shall recommend for board approval a list of Board-owned vehicles to be as-

24 signed to positions requiring full-time use. Such use shall be restricted to commuting to and from

25 job-related

26 sites and must comply with IRS requirements,¹ including implications for reporting taxable income.

27 Employees assigned full-time use of Board-owned vehicles shall be on call twenty-four (24) hours a

28 day to perform services required by their job responsibilities. Other than commuting to and from

29 work, use of these vehicles for personal use is prohibited.

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 Legal Reference:

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38 1. Internal Revenue Code § 61;
 39 ¶ H-2230 Methods for Valuing the Use of
 40 Employer-Provided Vehicles

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 Cross References:

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38 Extracurricular Activities 4.300
 39 Interscholastic Athletics 4.301
 40 Field Trips and Excursions 4.302