

# Hardeman County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Special Use of School Vehicles</b>	Descriptor Code: <b>3.402</b>	Issued Date: <b>01/18/01</b>
		Rescinds: <b>3.402</b>	Issued: <b>12/16/99</b>

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 are  
6 recommended by the principal, the supervisor of instruction and the director of schools.

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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 business.  
18 No other individual or group may rent a school bus without written request to the director of schools'  
19 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 assigned  
24 to positions requiring full-time use. Such use shall be restricted to commuting to and from job-related  
25 sites and must comply with IRS requirements,<sup>1</sup> including implications for reporting taxable income.  
26 Employees assigned full-time use of Board-owned vehicles shall be on call twenty-four (24) hours a  
27 day to perform services required by their job responsibilities. Other than commuting to and from work,  
28 use of these vehicles for personal use is prohibited.

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38 Legal Reference:

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

Cross References:

Extracurricular Activities 4.300  
Interscholastic Athletics 4.301

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