

Hancock County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Special Use of School Vehicles	Descriptor Code: 3.402	Issued Date: 04/09/15
		Rescinds:	Issued:

1 **SCHOOL BUSES**

2 All policies and procedures regarding student and driver conduct shall apply to all extracurricular trips.

3 System-owned buses may be used by athletic teams and other school groups, provided such trips are
4 recommended by the principal.

5 The principal shall make all transportation arrangements with the supervisor of transportation.

6 Only qualified bus drivers may drive school buses for extracurricular trips.

7 **BOARD-OWNED VEHICLES**

8 The director of schools shall recommend for board approval a list of vehicles to be assigned to
9 positions requiring full-time use. Such use shall be restricted to commuting to and from job-related
10 sites and must comply with IRS requirements, including implications for reporting taxable income.

11 Employees assigned full-time use of vehicles shall be on call twenty-four (24) hours a day to perform
12 services required by their job responsibilities. The use of these vehicles for personal use is prohibited.

Cross References

Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips and Excursions 4.302