

TYLER COUNTY POLICY: GBM

VEHICLE USAGE

The purpose of this policy is to prohibit personal use of a Tyler County Board of Education vehicle by any employee except those who are specifically authorized to use county vehicles pursuant to this or other board policy. The superintendent shall assign county vehicles for employee use for official business at his/her discretion.

- A. Vehicles owned or leased by the Tyler County Board of Education are provided solely for use in connection with the school system's trade or business.
- B. When board owned or leased vehicles are not being used for such business purposes, they are to be kept on the board's premises (or temporarily located elsewhere, i.e. for repair).
- C. No employee (or individual whose use of the vehicle would result in gross income to the employee) may use the vehicle for personal purposes, other than de minimis personal use (such as a stop for lunch during a scheduled trip); and
- D. The Tyler County Board of Education reasonably believes that, except for de minimis use, no employee uses a board owned or leased vehicle for any personal purpose.
- E. No unauthorized personnel are allowed in board owned or leased vehicles.
- F. Any accident or traffic violation, no matter how minor, must be immediately reported to the Superintendent and proper law enforcement officials.
- G. Seatbelts are to be worn at all times.
- H. The designated operator is responsible for the cleanliness of vehicle.
- I. Tyler County Board of Education vehicles that are used sporadically must maintain a log of all usage of the board owned or leased vehicle.
- J. Cargo unrelated to school business is prohibited.

DATE: 10/18/10, 6/16/14