

SECTION 440      USE OF SCHOOL CARS BY STAFF MEMBERS

1. Portage Community School District vehicles are to be used by school personnel in lieu of their own cars for transportation at approved meetings, supervisory duties, athletic competition, instruction at outlying schools, and other school-related purposes. No personal use of school vehicles shall be allowed.
2. Request to use school vehicles are available in each school office or by email. Such requests shall be submitted to the Director of Buildings & Grounds at least five (5) days prior to the date of the request. The only exception to this requirement is vehicles scheduled on a year-round basis (e.g. Delivery to outlying schools). Employees shall adhere to any/all guidelines listed on the vehicle request forms.
3. In order that vehicles be available for staff, any cancellations of scheduled vehicles shall be made at least 24 hours in advance. Such cancellations shall be made in writing to the Director of Buildings & Grounds. If cancellations are not made on a timely basis, staff may lose the privilege of requesting a school vehicle for the next thirty (30) days. Such personnel shall be required to use their own personal vehicle without district mileage reimbursement.
4. If a timely request for a vehicle has been made but no vehicles are available, the school district shall reimburse at the current IRS rate. A mileage reimbursement form shall be filled out, signed by the employee's supervisor, and turned in to the Business Office for approval.
5. Each weekend the security department shall check to make sure all vehicles are properly fueled. During the week (Monday - Friday), it is the responsibility of the employee to make sure the vehicle is properly fueled at all times (i.e. system gauge shall not fall below ½ full. Instructions and designated gas station information for refueling are posted in each vehicle.
6. Vehicles are to be picked up and returned to their assigned parking lot. In certain circumstances, arrangements may be made to have a vehicle available at a building location on a permanent basis.
7. An employee who requests the use of a school vehicle shall be required to have a driver physical every three years and a signed "Safety Policy Statement" on file with the Director of Buildings & Grounds.

Approved - July 9, 1984  
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