

**Spearfish School District 40-2
4000 Personnel**

Board Policy

Code: 4655

Use of Shared School Vehicles

- Use of school vehicles must be reserved through appropriate school personnel (Technology Office during the school year, District office during the summer months) and all rules and regulations adhered to.
- All those using school vehicles must be properly and appropriately licensed. A copy of the operator's license must be on file in the business office. CDL operators must also provide a copy of current DOT physical.
- School vehicles:
 - Are to be operated within posted speed limits at all times;
 - Are to be filled with fuel after each use;
 - Are to be free of litter of any kind after each use;
 - Will include a log of travel that must be completed for each use (including name of driver, destination or purpose for use, starting and ending mileage, and expenses, including receipts for such expenses);
 - Are to be operated only by the assigned staff member or approved volunteers, except only in case of emergency;
 - Are to be operated only for District business and not for personal use;
 - Are to be kept secure, with keys removed and doors locked when unoccupied; and,
 - Are not to be operated while the driver is impaired by intoxicants or drugs.
- A staff member finding a vehicle that does not meet the above expectations must report such to that staff member responsible for checking vehicles in and out, who will in turn report this to the appropriate supervisor.
- For the safety of the individual using any school vehicle, and to maintain sound driving habits, the operator of a school vehicle may not use a cell phone or other wireless communications device to converse, read, writes, or send messages while operating such vehicle. This does not apply when the cell phone or wireless communications device is used in connection with an emergency, or when the vehicle is stopped.
- Safety belts are to be worn at all times by drivers and passengers of school vehicles or vehicles leased by the district or while driving a personal vehicle on school business.
- Failure to comply with this policy may result in disciplinary action or loss of the use of school-provided transportation.

Adopted January 10, 2011
Reviewed January 9, 2012
Revised January 9, 2023