

# POLICY

Spencerport Central School District

1999

3282  
Page 1 of 1

Community Relations

## **SUBJECT: EMPLOYEE USE OF DISTRICT-OWNED VEHICLES**

The District recognizes that some employees are on call at all hours, including weekends. Because of this, the District authorizes such employees to use District-owned vehicles for travel to-and-from District buildings to their residence.

Such personnel are:

- a) Director of Buildings and Grounds

The Director of Buildings and Grounds is on call at any hour of the day or night throughout the week and will usually be the first person that police or fire department official's contact in cases of emergency concerning school property. The nature of this supervisor's work is such that a great deal of travel is required within and outside the District. Due to these requirements, the use of a school-owned vehicle shall be authorized by the Board. The Director of Buildings and Grounds may use such vehicle for any school-related activity.

- b) District Wide Supervisor and Head Grounds Equipment Operator in Buildings and Grounds

The nature of their positions is that they also are on 24-hour call, seven (7) days per week.

All other District personnel shall use District-owned vehicles only for school-related activity.

All exceptions to this policy shall be made in writing the Superintendent of Schools or his/her designee.

Employees using District vehicles may not stop at a store, bank, their home, or any other place for personal reasons while en route to or from school business unless given permission to do so for each such occurrence by their immediate supervisor.

Any traffic violation incurred through the use of a District-owned vehicle is the responsibility of the person incurring such violations.

Adopted: 6/22/99