

SCHOOL DISTRICT OF WAUKESHA
Waukesha, WI

#3541.4

NON-PUPIL TRANSPORTATION

This policy pertains to the use of school-owned or leased vehicles, or personal vehicles by staff. Unless allowed by other contractual agreements, school vehicles are purchased or leased for school and school district purposes only. These vehicles may not be used for the personal use of employees. School-owned or leased vehicles such as vans, automobiles and trucks may be used for school or district transportation needs. All requests for use of school vehicles must be made through the building principal or appropriate administrator.

All district-owned or leased vehicles will be driven by someone who holds a valid appropriate Wisconsin driver's license and is at least 21 years of age. The Superintendent or designee may allow vehicle use by individuals who are ages 18-21 for part-time, seasonal help only. No student shall be permitted to drive a school-owned or leased vehicle, unless employed for part-time, seasonal help only.

All authorized operators of school-owned or leased vehicles are required to comply with the District Hiring and Retention Rules and Driver Agreement which may include motor vehicle records and/or background checks.

All traffic citations incurred using district or personal vehicles for school business and the payments/forfeitures or fines are the responsibility of the drivers.

Employees attending out-of-district meetings may drive school-owned vehicles if they have permission and if the vehicles are available for that purpose. An employee may take a school vehicle home when there is a scheduled trip on the following day or when returning from a trip with the permission of the appropriate administrator. In cases of approved trips where school vehicles are not available, employees shall provide their own transportation and will be reimbursed at the board-approved rate. Employees serving in more than one location in the district shall be required to provide their own transportation and will be reimbursed on a per mile basis in accordance with established district rates.

If it achieves the lowest cost, wherever possible, fuel for district-owned or leased vehicles shall be obtained from the City of Waukesha municipal gas supply.

Reference: Wisconsin Statutes, Chapter 121, Subchapter IV

Adopted: November 8, 1995

Amended: February 14, 2007

June 11, 2008

Last Review Date: March 2008