

EQUIPMENT**USE OF DISTRICT-OWNED VEHICLES**

In accordance with Board policy, district vehicles shall be used only for conducting the official business of the district and are not to be used by employees or private citizens for personal reasons or monetary gain.

1. Vehicles assigned to the instructional operations, personnel, and business departments may be available after working hours for district business purposes.
2. Buses and special education van assigned to the transportation department are only intended for use in providing transportation to and from schools and for field trips and student activities.
3. Other vehicles assigned to the transportation department may be available after working hours for district business purposes.
4. A district vehicle shall not be taken to an employee's home except on prior approval of the appropriate division head. Exceptions may be granted:
 - a. When the vehicle is to be used by an employee in the conduct of school business outside the normal working day.
 - b. When the return of the vehicle from a business trip to the site of assignment will involve unnecessary time or mileage.
 - c. When it has been determined that it is not feasible for an employee to use his/her personal vehicle for the trip.
5. Employees using district vehicles, either during the day or night or to or from work, are not to conduct any personal business while using the vehicle, such as stopping at a store on the way home.

LEGAL REFERENCE**CALIFORNIA EDUCATION CODE**

35160 Authority of governing boards