

POLICY

12000-15

USE OF CORPORATION VEHICLES

Adoption Date: March 10, 2020
Legal Ref:
Cross Ref:

The School Board authorizes the Superintendent or designee to permit certain Westfield Washington School Corporation (WWS) employees to use Corporation-owned or leased vehicles if access to a Corporation vehicle is essential for the employee to perform their job duties. This policy does not apply to school bus drivers or school buses, but instead applies to, for example, a maintenance worker who requires a truck to perform his or her job duties.

Employees who are permitted to use Corporation vehicles are authorized to use those vehicles for official Corporation duties only. Employees shall not permit any other individual to operate Corporation vehicles. Employees shall never permit non-Corporation employees to operate Corporation vehicles. Corporation vehicles are to remain on school property during non-work hours. Exceptions may be made by the Superintendent, with permission of the School Board, to allow mission-critical employees to drive home vehicles in advance of inclement weather. Personal use of a Corporation vehicle is not permitted.

The Superintendent is authorized to promulgate administrative guidelines to effectuate this policy.