



## **EEBA-R - USE OF DISTRICT VEHICLES**

District vehicles may be assigned to district employees for the direct benefit of Poudre School District and may be reassigned, used in car pools, or used in some other manner as deemed most beneficial to the district by the director of transportation services. No district vehicle shall be assigned to an employee as a fringe benefit of employment; vehicles shall be furnished for official business use only and shall not be used for any other purpose.

With approval from the director of transportation services, district vehicles--including buses, passenger vans, and staff and utility vehicles--may be driven home by the assigned employee at the conclusion of the work day and/or on weekends to facilitate district program or job-specific availability and on-call or emergency preparedness. Such use of district vehicles by assigned employees may be subject to taxation according to federal, state, and local laws and regulations and shall be administered by the payroll department and the director of transportation services.

The employee to whom a district vehicle is assigned shall keep the vehicle clean and presentable, follow district vehicle maintenance schedules, and promptly report any mechanical problems to the vehicle maintenance manager. All required equipment (e.g., radios, snow plows, etc.) shall be installed only with the authorization of the vehicle maintenance manager.

All use of district vehicles shall be conducted with energy conservation in mind. Incidental use of district vehicles by an assigned employee may be allowed for lunch breaks, work breaks, and driving to appointments during work hours as specifically authorized by the appropriate supervisor.

All district vehicles shall be so marked.

Use of tobacco products, alcoholic beverages, and/or controlled substances is prohibited at all times by all drivers and passengers in any district vehicle.

All drivers and passengers shall use factory-installed seat belts in all district vehicles at all times.

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