



**SECTION VI: BUSINESS & TECHNOLOGY**      **POLICY 6265**  
**USE OF DISTRICT VEHICLES**

School vehicles are acquired with public funds and are to be used for the benefit of the school district, related services, and official school business.

Unless specific authorization for exception is given by the Superintendent of Schools or designee, all school owned vehicles shall be parked at designated district locations after business hours, at night, weekends, holidays, and/or non-contracted work days.

Employees may not operate District vehicles without proper licenses, as required by State law for the type of vehicle being operated. All traffic and parking laws shall be observed and the vehicle operated in a safe and prudent manner. Drivers are personally responsible for the payment of all fines incurred as a result of traffic violations. Drivers are responsible for reporting to their immediate supervisor all traffic violations received and accidents occurring in a school vehicle.

Upon authorization of the Superintendent of Schools or designee, a school owned vehicle may be assigned to an employee in a position whose job responsibilities, as determined by the District, merit the full-time use of a district owned vehicle. In such a circumstance, employees are required to comply with regulations outlined in IRS code.

Employees assigned full-time use of a district vehicle are required to document all mileage driven for personal use. Mileage logs are to be kept by the employee monthly, and submitted to the transportation department quarterly. Business mileage is defined as miles driven from building to building within the district, and travel to and from district approved meetings, conferences, workshops, and specific events, for which attendance is required by the district. All other miles incurred while driving a district vehicle are defined as personal, including commuter miles from home to work and work to home, and must be documented and submitted per IRS regulations.

Source:      *Broken Arrow Board of Education policy adoption, June 7, 2021.*