

DISTRICT-OWNED VEHICLES

USE OF BUSES: COST

The board of education of may, pursuant to rules adopted by it, permit the use of school buses owned or leased by the school district for the purpose of transporting as may be approved by the board: provided that such use of school buses shall not interfere with the transportation of school pupils; and provide that school buses so used shall be operated only by persons licensed as bus drivers. The board may require groups seeking such use of school buses to pay all or part of any costs incurred by the district in permitting such use, including but not limited to the costs of fuel, driver salaries, insurance and depreciation.

Use of Board Vehicles by Other Employees

The board shall allow the use of a school vehicle to a board employee for a specific school-related function subject to receiving approval from the business office, and upon his/her notification to the supervisor of transportation. No board vehicle may be released to any employee without explicit authorization.

The supervisor of transportation or his/her designee shall maintain a daily release form to record the name (s) of employees, identification number of vehicles, time released and the time returned, mileage, and any other pertinent information deemed necessary.

Prior to the release of any board vehicle to an authorized employee, the supervisor of transportation is required to make certain that employee has a valid driver's license.

Insurance

All board vehicles shall be adequately insured on an annual basis. Fleet insurance records shall be maintained by the school business administrator.

The business administrator shall notify the board's insurance carrier as to the additions/deletions to the fleet.

In the case of an accident involving a board vehicle, an accident report shall be completed by the supervisor of transportation, forwarded to the school business administrator for review, forwarded to the board's insurance carrier for processing, and submitted to the state department.

Gasoline

No private or non-board vehicle is allowed to receive gasoline at the board's expense.

Equipment

All board equipment and supplies such as tires, oil, automotive parts, etc., shall be inventoried, and used for board vehicles only.

The School Business Administrator or Designee shall maintain accurate daily/weekly logs on all equipment.

Records shall also be maintained on all vehicle conditions and shall be subject to inspection by the board secretary at any time. Reports of any theft or loss of equipment shall be reported to the school business administrator as soon as possible.

Date: December 7, 2009

Legal Reference: N.J.S.A. 18A:39-22 School buses: use by senior citizens and handicapped