

TO: All Staff Members

DATE: August 30, 2013

SUBJECT: School Vehicle Use

The school district owns three transports for staff usage. The vehicles are used for staff travel to professional meetings, farm visits, student organizations attending conferences, athletic groups, field trips, administrator meetings, secretarial, and custodial trips. The district rents a separate vehicle for driver education use.

The following procedures have been established to make these vehicles equally available for all staff and yet maintain the priorities established by the administration. As usage increases, teachers, administrators, secretaries, and custodians need to re-emphasize the following procedures for all vehicle use:

METHOD FOR SECURING VEHICLE USE

1. Call Jean Flanagan at the high school office to request the use of a transport.
2. Give the date the vehicle will be used and the planned destination.
3. Give the time leaving Mineral Point and the time returning to Mineral Point. An accurate return time is especially important to get maximum vehicle usage.
4. This information (time and date) will be recorded on a calendar posted in the main office for the vehicle to be used. This will normally reserve the vehicle for your use. If two or more people request vehicle use for the same time, then the priority factors listed later will be used to determine who uses the vehicle. The office will notify anyone who has been bumped from vehicle use as soon as that information is known.

CONFLICTS - PRIORITY FACTORS

Every attempt will be made to obtain maximum vehicle usage. When two or more individuals or groups request use of a vehicle for the same time, these factors will be considered in deciding who may use the vehicles: cost saving to the district, reason for the vehicle use, number of individuals involved, distance traveled, conflict with regularly scheduled uses, and timelines of requesting use. If no vehicle is available, the trip may be approved for mileage reimbursement by the building principal. Observance of all procedures should help insure maximum vehicle availability for all staff members.