

# Wilson County Board of Education

Policy Description:  Special Use of School Vehicles	Policy Number: 3.402	Amended Date: 05/03/10
	Rescinds: 700-7(1-2)/700-8-1, Classified p.11	Reviewed: 04/10 Issued: 08/96

1 **SCHOOL BUSES**

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3 All standard rules of student and driver conduct shall apply to all extracurricular trips.

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5 System-owned buses may be used by athletic teams and other school groups, provided such trips are  
6 recommended by the principal.

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8 The principal or his/her designee will make all transportation arrangements with the Transportation Department  
9 at least seven (7) days in advance with a PO # to allow adequate time to schedule.

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11 The school system shall be reimbursed by the individual school for the use of buses for extracurricular activities.  
12 However, the Board may establish special rates for extended trips or in special cases. Forms for reporting extra  
13 use of buses will be furnished to each school principal.

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15 Only qualified bus drivers may drive school buses for extracurricular activity trips during the regular school year.

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17 School buses may be used only for the transportation of school personnel on authorized school business. No  
18 other individual or group may rent a school bus without written request to the Director of Schools' office.

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20 **BOARD OWNED VEHICLES**

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22 The Director of Schools shall develop procedures for Board owned vehicles to be assigned to positions requiring  
23 full time use. Such use shall be restricted to commuting to and from job related sites and must comply with IRS  
24 requirements<sup>1</sup>, including implications for reporting taxable income. Employees' assigned full time use of Board  
25 owned vehicles shall be on call twenty-four (24) hours a day to perform services required by their job  
26 responsibilities. Other than commuting to and from work, use of these vehicles for personal use is prohibited.

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<sup>1</sup> Internal Revenue Code § 61; ¶ H-2330 Methods for valuing the use of employer-provided vehicles