

## **School-Owned Vehicles**

It is the policy of Edmonds School District that vehicles will be provided by the district for use by designated employees in carrying out specified duties, whether within or outside the district. All such vehicles will be properly marked with letters of contrasting color at least 1-1/4" in height in a conspicuous place on both sides of the vehicle. A district may use a distinctive insignia which will be at least six (6) inches in diameter across its narrowest dimension.

District-owned vehicles shall be used by district employees for approved travel on school business, whenever available.

Staff members operating district-owned vehicles must comply with all state and federal laws including laws relating to the use of telecommunications devices. Unless otherwise specified, all travel must be approved in advance by the staff member's immediate supervisor.

Procedures for the assignment and use of school-owned vehicles shall be established and administered by the supervisor of transportation, who shall certify which vehicles are approved for out-of-district travel. At the beginning of each school year, the superintendent will provide the board with a list of staff members who are assigned a school-owned vehicle on a 24-hour basis. The district will comply with IRS regulations pertaining to the use of district-provided vehicles for personal commuting.

### **Cross References**

6213 - Reimbursement for Travel Expenses

### **Legal References**

RCW 46.08.065 Publicly-owned vehicles to be marked — Exceptions

Adoption Date: 10.24.77  
Edmonds School District  
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