

Policy Number: TRA 005	Title: Vehicle Priority Policy
Performance Standard:	Original Date: 8/11/2006
USD 418 BOE Policy:	Policy Council Approval/Revision: 2/2018

POLICY: USD 418 district policy should be followed whenever district vehicles are used.

PROCEDURE:

Vehicles in McPherson will be signed out for in the secretary’s office. Vehicle use should be determined by priority need. Children will be transported to approved appointments in approved vans with child restraint systems only. Because of this, the van will be prioritized for situations requiring child transport. The two Focus’ use will be used for home visits, coordinator traveling and meetings regarding Head Start as the first priority.

USD #418 provides district vehicles as additional opportunities for work related transportation. District policy should be followed whenever district vehicles are used. Vans and district vehicles will not be used to transport children for field trips. Arrangements should be made for field trips with the Coordinators in advance.

In Marion and Hillsboro, Head Start vehicles should be used for family home visits, meetings or child transportation to appointments. Vehicles will not be used for transporting children on field trips, and arrangements for buses will be made with the Coordinators in advance.