

Policy Number: TRA 004	Title: Vehicle Usage Policy
Performance Standard:	Original Date: 8/2006
USD 418 BOE Policy:	Policy Council Approval/Revision: 2/2018

POLICY: All early childhood employees will follow the USD 418 vehicle usage policy.

PROCEDURE:

Each school site Head Start center will have a minimum of one vehicle for the use of program Head Start activities for by the employees of the program center. The vehicles in McPherson will be checked out through the secretaries. When driving the vehicles, mileage will be recorded in the provided books. Any observations of problems should be immediately reported to the program Head Start secretary. If the tank is less than 1/2¼ tank full, it will be filled before returning the vehicle.

The following guidelines must be followed while using an Early Childhood Program Head Start vehicle:

1. Smoking is prohibited in vehicles.
2. All passengers will wear their seatbelts.
3. Transportation of hitchhikers is prohibited.
4. Compensation for carrying passengers or material in the vehicle is prohibited.
5. The vehicle can only be used to carry out the job duties pertaining to the employee's job responsibilities.
6. Flammables, firearms, or other hazardous materials may not be transported in Head Start vehicles.
7. Drivers will not drive while taking prescription drugs with usage labels that recommend not operating motor vehicles.
8. Other appropriate school district policies will be followed.