

- **District Vehicle Use Procedure**

The *District Office / Transportation Secretary* is responsible for the scheduling of all school district vehicles. All staff vehicle requests (excluding sporting events, *AD*) to use a district vehicle (bus, van or car) must be completed on the [USD 284 Transportation Request Form](#) which is electronically available as [Appendix-K](#) and include prior administrative approval and arrangements. Getting your vehicle request in complete and as soon as possible is strongly recommended. Staff members using a district vehicle are responsible for returning the vehicle in a clean and ready-for-next-use condition. The district *Vehicle Mechanic* will have the scheduled vehicle ready for use and inspect it upon the vehicle's return. Dirty or misused district vehicles will be reported to the appropriate administrator. Staff members who choose to consistently misuse school vehicles and/or allow assigned students to do so could lose this privilege.