SCHOOL OWNED STATION WAGON, USE

A. A school owned station wagon is maintained for the following purposes:

1. Transportation of small groups of students on educational field trips.
2. Emergency transportation of students’ home during the school day, if parents are unable to provide transportation.
3. Transportation of staff members to conferences and meetings.
4. Light hauling, deliveries and other utility purposes.
5. Such other uses as the director of finance shall authorize.

B. Requests for use of the station wagon will be handled by the business office. Requests will be honored on a first come, first served basis. Should demand for the station wagon increase to the point where it is necessary to establish priorities for its use, the priorities will be established by the director of finance after consultation with the administrator(s) involved. His/her decision may be appealed to the superintendent.

C. Employees driving the station wagon will meet the requirements established for drivers of school owned vehicles, as specified in 4421.00-R(1).

D. Employees using the station wagon will be responsible for exercising reasonable care in its operation and maintenance, for making such checks of the vehicle as may be required to assure that it is in safe operating condition, and for reporting its use and any needed service on a form provided by the business office.