School Vehicles, Maintenance

A. School vehicles shall be assigned as follows:

1. Station wagon – by the business office.
2. Custodial/maintenance vehicles – by the supervisor of administrative services.
3. REMC van – by the director of cooperative acquisitions projects.
4. Driver education car – by the Principal of Malcolm Williams School Camp Highfields. Use of this vehicle is restricted to driver education purposes only.

Users are to report needed maintenance and repairs to the responsible office, which will notify the business office.

B. Vehicles shall be stored overnight as follows:

1. Station wagon at the Capital Area Career Center parking lot.
2. Custodial/maintenance vehicles at the Capital Area Career Center parking lot.
3. REMC van at the Mason Public Schools' garage.
4. Driver education car at the Leslie Public Schools' garage.

C. Vehicles shall be served as follows:

1. Station wagon and two custodial/maintenance vehicles. The supervisor of administrative services is responsible for periodic maintenance checks on these vehicles, for seeing that required preventive maintenance is performed at intervals prescribed in the owner's manual (or more frequently if, in his/her judgment, conditions of use require it), and for keeping records of service performed. He/she also schedules any contracted maintenance or repair work by outside agencies. To the extent that service work on these vehicles can be performed promptly and effectively by the auto mechanics department of the CACC in a manner consistent with its instructional program, it is to be done there.
2. The REMC van is maintained by the Mason Public Schools at their garage on a contract basis.

3. The driver education car is on loan to Highfields from a local dealer with a limited mileage restriction on it. If any service is needed, it is to be returned to the dealer.