

Wilson County Board of Education

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| Policy Description: Special Use of School Vehicles | Policy Number: 3.402 | Amended Date: 06/30/08 |
| | Rescinds: 700-7(1-2)/700-8-1, Classified p.11 | Issued: 08/96 |

1 **SCHOOL BUSES**

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3 All standard rules of student and driver conduct shall apply to all extracurricular trips.

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5 System-owned buses may be used by athletic teams and other school groups, provided such trips are
6 recommended by the principal.

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8 The principal or his/her designee will make all transportation arrangements with the director of transportation.

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10 The school system shall be reimbursed by the individual school for the use of buses for extracurricular activities.
11 However, the Board may establish special rates for extended trips or in special cases. Forms for reporting extra
12 use of buses will be furnished to each school principal.

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14 Only qualified bus drivers may drive school buses for extracurricular activity trips during the regular school year.

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16 School buses may be used only for the transportation of school personnel on authorized school business. No
17 other individual or group may rent a school bus without written request to the Director of Schools' office.

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19 **BOARD OWNED VEHICLES**

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21 The Director of Schools shall develop procedures for Board Owned Vehicles to be assigned to positions
22 requiring full time use. Such use shall be restricted to commuting to and from job related sites and must comply
23 with IRS requirements¹, including implications for reporting taxable income. Employees' assigned full time use of
24 Board Owned Vehicles shall be on call twenty-four (24) hours a day to perform services required by their job
25 responsibilities. Other than commuting to and from work, use of these vehicles for personal use is prohibited.

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¹ Internal Revenue Code § 61; ¶ H-2330 Methods for valuing the use of employer-provided vehicles