

Nonschool Use Permitted

The District shall permit use of District vehicles for nonschool purposes.

Nonschool use of District vehicles shall be permitted only with approval from the Superintendent or designee. Such use shall not be permitted when in conflict with school use. In granting approval, the Superintendent or designee shall not make decisions based on the viewpoints expressed by the requestors.

Nonschool users shall agree to comply with all administrative regulations and to pay all applicable fees to cover the cost of such use.

Emergency Use

In case of emergencies or disasters, the Superintendent or designee may authorize the use of District vehicles by civil defense, health, or emergency service authorities.

School-Related Use

The Superintendent or designee shall develop administrative regulations for requesting, scheduling, and using District vehicles for extracurricular activities, field trips, and other school-related purposes.

[See GKD regarding nonschool use of school facilities]

Personal Use

To satisfy IRS requirements, the following rules shall apply to District cars, trucks, and any other vehicles other than school buses:

1. A vehicle owned or leased by the District may be provided to one or more employees to use for District business.
2. For bona fide business reasons, the District may require an employee to commute to and from work in a District vehicle.
3. Use of a District vehicle for personal purposes shall not be permitted, other than for commuting or *de minimis* personal use, such as stopping for a personal errand between business use and the employee's home.
4. The District shall account for the commuting use by reflecting an appropriate amount, in accordance with IRS regulations, in the employee's gross income on the annual Form W-2.

If an employee so chooses, he or she may leave the District vehicle on school property when it is not being used for District business and shall not be charged for its use.