

**Transportation**

**District-Owned Vehicles**

The Board of Education for the Raymore-Peculiar R-II School District recognizes the need to provide vehicles for the transportation of students and staff, and for the use of employees as required by the nature of their areas or responsibility (for example, providing trucks for the maintenance staff). The Board of Education further recognizes that such vehicles, as well as the maintenance and repair thereof, represent a substantial expense to the district. Accordingly, the Board of Education has elected to adopt this policy regarding the use of district vehicles.

District vehicles shall not be used for personal or private purposes.

The assistant superintendent or designee shall maintain complete and accurate records regarding use of each district vehicle. Such records shall, at a minimum, include the following information:

1. Name of person using the vehicle
2. Mileage at each fueling
3. Gallons of fuel used
4. Fuel cost
5. Any damage or operational problems during use
6. Any other information relevant to operation of or repairs to the vehicle

The assistant superintendent or designee shall, annually on a date to be designated by the Board of Education, present a summary of district vehicle use to the chief financial officer (CFO) and superintendent. Such summary shall also be provided to the Board of Education, upon request.

All charges regarding repair, maintenance and fueling of the district vehicles shall be pre-approved by the CFO, assistant superintendent or designee, or such other person as may be designated by the Board of Education. Credit cards used for fuel, repairs or maintenance of district vehicles may be entrusted to the continuing possession, custody and control of the assistant superintendent or designee. Such credit cards shall not be used for personal expenditures, even with the intent to provide full reimbursement therefor.

\*\*\*\*\*

Adopted: July 1, 2018  
Raymore-Peculiar R-II School District