

## Russell County Public Schools

### Division-Owned Vehicles

The Russell County School Board provides several automobiles and other service vehicles to be used for the business of the school division.

Assignment of vehicles to staff members is made by the superintendent or transportation supervisor. Employees who are assigned division-owned vehicles will be responsible for scheduling regular maintenance, sticker inspection, and repairs. These vehicles must be parked overnight at the place of the employee's job assignment with the following exceptions:

1. The maintenance foreman is responsible for emergency repairs and services on a 24-hour basis throughout the county; he, therefore, will be allowed to drive a service vehicle home each day.
2. With special permission by the superintendent, assistant superintendent, or transportation supervisor, a division-owned vehicle may be taken home overnight.
3. Due to the nature of their respective positions the transportation supervisor, maintenance supervisor, and assistant maintenance supervisor may be assigned vehicles on a 24 –hour basis.
4. Division-owned vehicles are to be used solely for purposes relating to the operation of the school division.

Authorization must be secured from the school superintendent when vehicles are to be used outside of the boundaries of Russell County. (Travel through surrounding counties to reach sections of Russell County is excluded from this provision.)

Adopted: July 1, 1978

Revised: February 21, 2001, March 6, 2014