

## SUPPORT SERVICES

### SERIES 700

Policy Title ...SCHOOL OWNED VEHICLES

Code No. 753.1

It shall be the policy of the Board that all school owned vehicles, vans, trucks or other vehicles be housed on school owned facilities each day and during vacation periods. Vehicles shall be retrieved from the designated storage areas before school if they will interfere with instructional programs and be returned to the same facility at the close of the day.

No vehicle is to be used by district personnel for unauthorized district business, pleasure or personal transportation other than the intended purpose for which the vehicle was procured.

Keys for all vehicles shall reside with the designated driver and the appropriate administrator. The administrator shall maintain a duplicate set of keys and assume responsibility for any variance in vehicles intended use.

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Effective Date:

November 1, 1986

Reviewed:

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October 20, 2008

Legal Reference: Code of WI

120.13 (17)