Local service stations will be designated to provide fuel for and service on all school district-owned vehicles. Only clearly-marked school district vehicles will be approved for fuel and services at these designated stations.

A school district credit card may be signed out through the finance department for fuel and/or vehicle services required during out-of-district travel and/or overnight travel. The school district employee authorized to use a district credit card shall be responsible for all charges made to the card and will be required, upon return, to present the credit card and receipt(s) to the finance department designee. Charges which are not supported by appropriate receipts or other acceptable documentation shall be deemed the personal responsibility of such employee and such personal charges may result in disciplinary action.

School district vehicles will be assigned by the superintendent or designee to employees based on need and availability. All school district vehicles will be used strictly for school district business only.

All vehicles will be secured and locked each night in the school district office designated parking area.

Permission for any vehicle to be excluded from this policy requires prior, written approval of the superintendent.