

RYE CITY SCHOOL DISTRICT
RYE, NEW YORK

6835

VEHICLE USE

All vehicles and related equipment of the Rye City School District are owned and maintained by the District for the purpose of conducting official District business. All vehicles (operated on public roads) must be visibly identified as property of the Rye City School District. Unless otherwise stated in an employment contract or an annual employment letter, these vehicles and equipment may not be used for any unauthorized personal use. A vehicle may not be used for the private financial gain of any official or employee, nor for any other purpose which is not in the general public interest.

Unless otherwise stated in an employment contract or any annual employment letter,

1. District vehicles are to be driven only by District employees holding appropriate drivers' licenses to carry out the business of the District.
2. Administrative staff are responsible for ensuring that vehicles assigned to their departments are used only in compliance with District policy and that any vehicles assigned to their department are appropriately maintained.
3. No vehicles may be used by District employees for personal reasons, except that employees assigned vehicles on a twenty-four hour basis may use them for commuting to and from work.
4. The District reserves the sole right to assign vehicles on a twenty-four hour basis to employees holding specific job titles, and then, only when it determines that the use of such vehicles on such basis is required for response to urgent situations requiring immediate attention. The District reserves the right to assign vehicles on a short-term twenty-four hour basis if emergency conditions warrant. The Assistant Superintendent for Business maintains a list of job titles that are authorized to use District vehicles on a twenty-four hour basis.
5. District vehicles must always be operated safely and responsibly and in compliance with applicable motor vehicle and traffic laws. Employees are responsible for any driving infractions or fines that result from their operation of District vehicles and must immediately report them to their supervisor. The District reserves the right to periodically verify with the Department of Motor Vehicles the driving status of any employee assigned a District vehicle.

All employees assigned vehicles on a twenty-four hour basis must maintain and report records of their usage to the Business Office so that it may be reported annually as income to the Internal Revenue Service.

Adoption Date: July 22, 2014