



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## District Vehicle Use

School vehicles are purchased for school purposes only. These vehicles should never be used for the personal use of employees. School-owned vehicles such as vans, cars, and trucks may be used for transportation and maintenance needs in accordance with established guidelines. All requests for use of school vehicles must be made through the district office.

When the operation of a school bus is impractical, school-owned vehicles may be used for student transportation and maintenance activities. All vehicles transporting students shall be driven by someone who holds a valid regular Wisconsin driver's license and shall be in compliance with state and federal transportation requirements.

Employees attending out-of-district meetings shall drive school-owned vehicles if they are available. In cases where school vehicles are not available, employees shall provide their own transportation and will be reimbursed at the board-approved rate. Employees serving in more than one location in the district shall be required to provide their own transportation and will be reimbursed on a per mile basis in accordance with the current teacher contract.

At no time shall students be permitted to operate school-owned vehicles on public highways, except students receiving behind-the-wheel driver training from a certified instructor.

School district staff members shall not permit students to operate staff members' personal vehicles as a part of any school-sanctioned activity.

Cross Reference: Policy #742 - Authorized Use of School-Owned Equipment  
Policy #832 – Tobacco and Electronic Smoking Devices Possession and/or Use on School Premises

APPROVED: December 10, 1998

REVISED: May 10, 2018

APPROVED: July 12, 2018