

# RESCIND

VEHICLE USAGE

FILE : EEBA

The Transylvania County Board of Education recognizes its obligation to see that all of its vehicles are maintained in an efficient manner that provides safe transportation. The following rules and regulations shall apply to all Board service vehicles and shall include those in Transportation, Maintenance, Food Service, Vocational Education and Education Center.

1. Department heads are to assign one person to be in overall charge of a particular vehicle.
2. Assigned person will be responsible for checking oil level, water, and overall vehicle condition. Mileage should be reported to the Transportation Department on the first day of each month.
3. User of any vehicle who notices any problem or malfunction is to notify the supervisor before continuing to operate said vehicle.
4. Transportation Department will give a three-day notice in advance for scheduled preventative maintenance service.
5. Vehicles are to be kept clean at all times. Assigned operator will be responsible. Notation of exception shall be made in writing by Transportation Department during inspections.
6. Local and State traffic rules and laws are to be followed at all times. Posted school speed limits are to be adhered to at all times. Vehicles must always be operated in a safe manner.
7. Proper operator's licenses are required. Vehicles requiring a class A operator's license must have a notice posted inside the vehicle and all operators must have same. Load limits shall not be exceeded.
8. Willful negligence in the operation of a vehicle may result in the guilty party paying damages up to the deductible amount of insurance. Willful destruction or damages may result in total payment of total cost and/or suspension or dismissal from job. The Safety Committee shall make a determination in all such cases.

Approved by Board  
and effective October 19, 1987