

## DODGELAND SCHOOL DISTRICT

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### USE OF SCHOOL-OWNED VEHICLES

School vehicles are purchased for school purposes only. These vehicles should never be used for the personal use of employees. School-owned vehicles may be used for various transportation needs and maintenance activities. 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. All vehicles transporting students shall be driven by someone who holds a valid regular driver's license issued by Wisconsin, another state, or any valid alternative jurisdiction identified in statute and shall be in compliance with all other state student alternative transportation requirements.

The driver shall be responsible for following the guidelines for proper vehicle treatment. This includes cleaning out the vehicle, keeping the fuel tank full, alerting maintenance personnel if mechanical needs are noticed, returning the vehicle to the assigned location and returning the keys to the District Office.

LEGAL REF.: Sections            120.12(1) and (2)      Wisconsin Statutes  
   120.13(27)  
   121.55  
   121.555

CROSS REF.:            533.1, Criminal Background Checks  
                                 671.2, Expense Reimbursements  
                                 751, Student Transportation  
                                 Employee Handbook(s)

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