

MORGAN COUNTY BOARD OF EDUCATION

FISCAL MANAGEMENT	Descriptor Code:	Issued Date:
VEHICLE USAGE POLICY	DQ	11-5-07

The purpose of this policy is to introduce the policies and procedures of the Morgan County Board of Education in regards to usage of its vehicles.

ASSIGNMENT POLICY

Vehicles are assigned on the basis of needs. Vehicles are assigned by the Director.

PERSONAL USE

Personal use of vehicles is not permitted and will not be tolerated. Incidental personal use such as stopping for lunch is allowed. A reasonable deviation from a direct route to reach a bank or business shall be allowed but should not exceed ten minutes in duration and should not become a constant routine. Examples of inappropriate use would be using a vehicle for shopping, entertainment, recreation or vacation purposes unrelated to official business. No county vehicle should be driven out of state without written permission.

DRIVER REQUIREMENTS

All individuals must meet the following requirement before driving a vehicle:

1. Be insurable.
2. Must have at least two years driving experience.
3. Possession of an unexpired and otherwise valid driver's license issued by the State of Tennessee. Licenses will be verified at the time of employment and annually thereafter.

FUEL USAGE

All fuel will be provided through the transportation department. If the vehicle is taken on an extended official trip outside the county and fuel has to be purchased, then the driver will be reimbursed once the appropriate forms are filed with receipts attached.