

# Scott County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term:  <b>Special Use of School Vehicles</b>	Descriptor Code: <b>3.402</b>	Issued Date: <b>08/09/01</b>
		Rescinds: <b>3.402</b>	Issued: <b>08/08/96</b>

1 **SCHOOL BUSES**

2 All standard rules of student and driver conduct shall apply to all extracurricular trips.

3 System-owned buses may be used by athletic teams and other school groups, provided such trips are  
4 recommended by the principal.

5 The principal will make all transportation arrangements with the director of transportation.

6 The Board shall be reimbursed by the individual school for the use of buses for extracurricular activities.  
7 However, the Board may establish special rates for extended trips or in special cases. Forms for reporting  
8 extra use of buses will be furnished to each school principal.

9 Only qualified bus drivers duly elected by the Board may drive school buses for extracurricular activity  
10 trips during the regular school year.

11 School buses may be used only for the transportation of school personnel on authorized school business.  
12 No other individual or group may rent a school bus.

13 **BOARD-OWNED VEHICLES**

14 The director of schools shall recommend for board approval a list of Board-owned vehicles to be  
15 assigned to positions requiring full-time use. Such use shall be restricted to commuting to and from job-  
16 related sites and must comply with IRS requirements,<sup>1</sup> including implications for reporting taxable  
17 income. Employees assigned full-time use of Board-owned vehicles shall be on call twenty-four (24)  
18 hours a day to perform services required by their job responsibilities. Other than commuting to and from  
19 work, use of these vehicles for personal use is prohibited.

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Legal Reference:

1. Internal Revenue Code § 61;  
¶ H-2230 Methods for Valuing the Use of  
Employer-Provided Vehicles

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Cross References:

Extracurricular Activities 4.300  
Interscholastic Athletics 4.301  
Field Trips and Excursions 4.302