

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

File: EEBA

**SCHOOL OWNED VEHICLES**

The Board of School Trustees recognizes that it is necessary for the school corporation to own automobiles, school buses, and trucks in order to perform the necessary functions of the school corporation which includes, but is not limited to, transporting children to school, performing maintenance responsibilities, delivering supplies and materials and transporting supervisory personnel.

When a new vehicle is to be purchased or leased, appropriate procedures as specified by state law and/or the regulating agencies will be followed.

The school corporation will maintain all of its vehicles in the most efficient and economical manner possible.

All traffic violations incurred through the use of corporation-owned vehicles are the financial responsibility of the authorized operator of that vehicle.

**School Superintendent's Vehicle** - The contract by and between the Board of School Trustees and the Superintendent of Schools shall include a clause which sets forth the arrangements which govern the furnishing of transportation for the School Superintendent. This may include the furnishing of an automobile or such other arrangements as may be agreed to by the parties when negotiating the Superintendent's contract.

**Other Vehicles** - The Superintendent of Schools shall prepare a list of administrators and/or other personnel who should be furnished a vehicle which is necessary to conduct the requirements of their position.

The Superintendent of Schools shall develop regulations governing the use of the assigned vehicle.

**Administrators Not Furnished Regular Vehicles** - The Board of School Trustees recognizes that it cannot furnish vehicles to all supervisory personnel who must travel to carry out some portions of their function. The Board, however, expects their function to be carried out and authorizes the filing of expense reimbursement claims as a result of personal expenses incurred in conducting that business.

The Superintendent of Schools shall identify those administrators who are authorized to file expense reimbursement claims without prior Board approval of travel.

Adoption Date: April 27, 1977; Revised: October 25, 1982

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