

1218.00

**Transportation**  
**MINGO COUNTY BOARD OF EDUCATION**  
**PROPERTY MANAGEMENT - VEHICLE USE POLICY**

West Virginia Code § 18-5-13 Authority of boards generally.

Each county board, subject to the provisions of this chapter and the rules of the state board, has the authority;

(o) To allow or disallow their designated employees to use publicly provided carriage to travel from their residence to their workplace and return; Provided, that the usage is subject to the supervision of the county board and is directly connected with and required by the nature and in the performance of the employee's duties and responsibilities;

The following Mingo County school personnel may be permitted to use Board-owned vehicles for carriage from their residences to their workplaces and return, subject to the conditions set forth herein:

1. Superintendent
2. Assistant Superintendent(s)
3. Transportation Director
4. Transportation Supervisor
5. Maintenance Employees from time-to-time
6. Any Board of Education employee designated by the Superintendent of Schools on an individual need basis if such transportation is directly connected with and required by the nature of and in the performance of the employee's duties and responsibilities.

**NO PERSONAL USE EXCEPT COMMUTING**

1. Vehicles owned or leased by the Mingo County Board may be provided to one or more employees for use in connection with the school system's trade or business and are used in the school system's trade or business.
2. For bona fide noncompensatory business reasons, the Mingo County Board requires the employee to commute to and/or from work in the vehicle.
3. An employee may not use the vehicle for personal purposes, other than commuting or de minimis personal use (such as a stop for a personal, non-recurring errand between a business delivery and the employee's home).
4. Except for de minimis use, the employee may not use the vehicle for any personal purpose other than commuting.
5. No unauthorized personnel are allowed in these vehicles.
6. Any accident or traffic violation, no matter how minor, must be immediately reported to the Superintendent of Schools and proper law enforcement officials.
7. The designated operator is responsible for the cleanliness of the vehicle.
8. Seatbelts are to be worn at all times.
9. Cargo unrelated to school business is prohibited.

Approved  
December 04, 2007