



Section: PROPERTY
 Title: USE OF SCHOOL VEHICLES
 Adopted: September 17, 1996
 Revised:

	708. USE OF SCHOOL VEHICLES	
<p>1. Purpose</p> <p>2. Guidelines</p>	<p>The Lebanon County Career and Technology Center provides vehicles for the use of school personnel.</p> <p>The Maintenance Technician will schedule the use of school vehicles requested by school personnel.</p> <p>The keys for all vehicles will be retained by the Maintenance Technician.</p> <p>Personnel operating school vehicles and all passengers will use seat belts. Smoking is prohibited in all school vehicles.</p> <p>The Maintenance Technician will maintain a periodic vehicle maintenance schedule and a record of all maintenance performed. When possible, vehicles should be maintained by students through the vocational shops.</p> <p>Personnel using vehicles should report any problems to the Maintenance Technician when returning their keys.</p> <p>Vehicles will be scheduled on a first come basis. All conflicts or disputes over the use of vehicles will be referred to the Administrative Director.</p> <p>Fines incurred as a result of traffic violations will be the responsibility of the driver.</p>	

