

Obion County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Special Use of School Vehicles	Descriptor Code: 3.402	Issued Date: 11/03/03
		Rescinds: Sec. 23- 26C/15E	Issued: 02/01/88 04/07/80

1 **SCHOOL BUSES**

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3 All standard rules of student and driver conduct shall apply to all extracurricular trips.
4
5 System-owned buses may be used by athletic teams and other school groups, provided such trips are
6 recommended by the principal.
7
8 The principal will make all transportation arrangements with the director of transportation.
9
10 The Board shall be reimbursed by the individual school for the use of buses for extracurricular activities.
11 However, the Board may establish special rates for extended trips or in special cases. Forms for reporting
12 extra use of buses will be furnished to each school principal.
13
14 Only qualified bus drivers duly elected by the Board may drive school buses for extracurricular activity
15 trips during the regular school year. A list of qualified substitutes and/or coaches will be approved by
16 the Board.
17
18 School buses may be used only for the transportation of school personnel on authorized school business.
19 No other individual or group may rent a school bus without written request to the director of schools' office
20 and approval of the Board.

21
22 **BOARD-OWNED VEHICLES**

23
24 The director of schools shall recommend for board approval a list of Board-owned vehicles to be assigned
25 to positions requiring full-time use. Such use shall be restricted to commuting to and from job-related
26 sites and must comply with IRS requirements,¹ including implications for reporting taxable income.
27 Employees assigned full-time use of Board-owned vehicles shall be on call twenty-four (24) hours a day
28 to perform services required by their job responsibilities. Other than commuting to and from work, use
29 of these vehicles for personal use is prohibited.
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38 Legal Reference:

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

37 _____
38 Cross References:

39 Extracurricular Activities 4.300
40 Interscholastic Athletics 4.301
41 Field Trips and Excursions 4.302