

File: E10

USE OF SCHOOL-OWNED VEHICLES

School-owned vehicles are not to be utilized for personal use and are only to be driven by drivers authorized by the City/School Department. According to the Code of the City of Chicopee, Massachusetts, v27, Chapter 95, § 95-5, Use Restrictions, city vehicles are to be used only for or in connection with the conduct of city business only.

School-owned vehicles may be assigned to maintenance employees on a 24-hour emergency call basis. While housed at an employee's home, vehicles must be locked and keys stored securely. Vehicles are to be used only for or in connection with the conduct of school business.

Vehicles not assigned to individuals on a 24-hour emergency call basis will be housed in secured areas, i.e. garages, fenced-in areas. Vehicles will be locked and keys stored in a secured area of the building's main office or custodial office.

No exception or variation to this policy will be permitted without the written approval of the Superintendent and School Committee.

1st reading: Reg SC Mtg 9/17/2014

2nd reading: Reg SC Mtg 10/1/2014