TRANSPORTATION **8170**

Board Policy 8170: District-Owned Vehicles **Status:** ADOPTED

Original Adopted Date: 09/18/2023 | **Last Revised Date:** 05/19/2025 | **Last Reviewed Date:** 10/20/2025

The District owns and maintains certain vehicles. Included among them are pickups, school buses, and vans. These are for use by properly authorized personnel of the District for District business purposes.

Any driver who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination.

District Bus and Vehicle Maintenance

Vehicles used in the District's transportation program shall be in safe and legal operating condition. All school buses shall conform to standards of construction prescribed by the State Board of Education, and all vehicles used to transport students shall be subject to inspections as required by law.

Drivers shall ensure the safe condition of vehicles used to transport students by conducting daily pre-trip, post trip, and child check school bus inspections. The Superintendent or their designee shall establish specific checklists for these inspections. The District or their transportation contractor shall provide drivers with a pre-trip inspection form which may be based on the State Department of Education model pre-trip and post trip inspection forms. At minimum, the pre-trip inspection shall ensure that all safety equipment; such as brakes, tires, all lighting systems, steering, and the horn; are in working order. Post trip inspections shall include an emphasis on locating any sleeping students and any articles left on the vehicle, and reporting any vehicle defects.

All other District vehicles shall be maintained following established programs as developed by the Superintendent.

District-Owned Vehicles Provided to Employees

The District may own vehicles that some employees use for commuting to and from work and for other District-related travel. Any mileage driven in a District-owned vehicle that is not for official District business will be considered a taxable fringe benefit to the employee driving the vehicle. This taxable fringe benefit will be in addition to the employee's annual salary and will be reported on the individual employee's W-4.

Records of mileage and use other than official District business must be recorded in a diary or log.

Unauthorized personal use of a District vehicle or failure to report personal mileage and use may be subject to disciplinary action up to and including termination of employment. No employee, friend, associate, or family member of any employee may use a District-owned vehicle for personal use other than de minimis personal use by the employee.

This policy and taxable fringe benefit will be reviewed annually to verify that the policy is in compliance with IRS regulations.

Health and Safety Protocols of District-Owned Vehicles

All users of vehicles owned and maintained by the District shall adhere to the cleaning and disinfection protocols outlined by the District.

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Legal References	**Description**
IC § 33-1501	Transportation Authorized
IC § 33-1506	Inspection of School Authorized Vehicles
IC § 33-1509	School Bus Drivers – Definition – Qualification – Duties
IC 33-1006	Transportation Support Program
IC 33-1504	Authorized Vehicles
IC 33-1515	Requirements for Authorized Vehicles for the Transportation of Pupils to and from School and School-Related Events
IDAPA 08.02.02.160	Maintenance Standards and Inspections Standards for Idaho School Buses and Operations

Other References	**Description**
10.2.6	Idaho Commercial Drivers License Manual
Idaho State Department of Education	Standards for Idaho School Buses and Operations
Idaho State Department of Education	Idaho's School Bus Driver Training - Classroom Curriculum
ISBA Policy Services	https://www.idsba.org/member-services/policy/