

**SCHOOL OWNED VEHICLES**

School owned or leased vehicles are to be used by authorized school personnel only. The vehicle may be used for co-curricular activities or other approved purposes. All school district transportation regulations that apply to student conduct will be in effect.

1. Only licensed NH drivers, 21 or over, who have been approved by the principals, will be authorized to drive this vehicle.
2. This vehicle is not to be used for private purposes.
3. Request by co-curricular groups **MUST** be submitted one week in advance.
4. Keys are kept in the high school office.
5. This vehicle will be marked "Goffstown School District".
6. Gas on road – receipts submitted for reimbursement to building principal.
7. Under no circumstances will more than the legally allowed number of passengers including the driver be transported at any one time.
8. Any field trip or other use by school employee must be in accordance with school district policy governing transporting of student personnel.
9. Employees who drive district vehicles will be required to take training courses from time to time as deemed appropriate by the Superintendent of schools.
10. It will be the responsibility of the employee to report all accidents and/or citations issued by law enforcement officials to his/her immediate supervisor.
11. Appropriate "Use of Vehicle – Trip Information Form" must be completed. A mileage log for the vehicle will be maintained by each driver and kept in the vehicle at all times.
12. Van keys will be returned to the high school principal's secretary.  
Van use calendar shall be kept by the high school principal's secretary and any school personnel requesting use of the vehicle shall be responsible for checking the calendar for availability before submitting "Request for Use of School Van" form. In the event of a trip cancellation, and/or postponement, the individual making initial request is responsible for notifying the high school principal's secretary and for checking on future date availability. An additional "Request for Use of School Van" form **MUST** be submitted - Forms are in high school office.
13. Any authorized driver returning the vehicle to the high school after-hours when custodial assistance is unavailable will park the vehicle in front of the Technology Laboratory overhead doors and return the keys to the high school principal's secretary the following day.
14. If custodians are on duty, the authorized driver is responsible for entering the building and securing assistance from the night supervisor who will open the overhead doors for proper storage of the vehicle. Keys will be returned to the high school principal's secretary in the morning of the following day.

Proposed: 11/27/95  
Adopted: 01/22/96  
Revised 03/20/00

NHSBA Review: 04/04/14