

GUIDELINES FOR USE OF SCHOOL-OWNED PROPERTY

The purpose of this regulation is to establish procedures for the security and appropriate use of property and equipment owned or leased under the authority of the King George County School Board.

I. Equipment

- A. Equipment owned or leased through the authority and/or oversight of the KGC School Board shall not be loaned, rented, or used for personal use or gain. This does not apply to software whereby the license permits use on home computers.
- B. Equipment owned or leased through the authority and/or oversight of the KGC School Board shall not be loaned, rented, or used by another private or public agency unless written permission has been granted by the Superintendent or designee.
- C. All employees shall provide reasonable care and maintenance of KGC School Board supplies, equipment and/or materials.
- D. Equipment stolen while in the possession of an employee shall be reported immediately to the employee's immediate supervisor.
- E. Employees may be assessed a financial penalty to offset the cost of repair or replacement if it is evident that an employee acted negligently in providing appropriate care or security for KGC School Board supplies, equipment and/or materials.

II. Operation of Vehicles

- A. Employees who, in order to carry out their job responsibilities, operate school division equipment including but not limited to: maintenance vehicles, school buses and automobiles, are responsible for operating and maintaining such equipment in a safe and effective manner. This includes:
 - 1. the use of seatbelts in accordance with §46.2-1094 of the Code of Virginia, responsible conduct and appearance, and keeping hands and arms inside of the vehicle unless giving directional hand signals

2. no use of wireless communications to read, send, or text any electronic messages while the vehicle is in motion with the exception of wireless communication devices used to transmit or receive data through the digital dispatch system
 3. visually inspecting vehicles before and after each shift and/or use
 4. no installation of equipment unless authorized by KGCS
- B. Employees who operate KGCS owned vehicles are required to maintain a valid appropriate motor vehicle operator's license issued by the state in which they reside. An employee must have a valid Virginia operator's license when transporting students, except as provided by Virginia law for active duty military (§ 46.2-305).
- C. All employees assigned driving duties as part of their assigned responsibilities shall authorize KGCS to obtain a copy of their driving record from the Department of Motor Vehicles (DMV). The school division shall, at least annually, obtain from the DMV the driving record of all school bus drivers and other employees who drive school division vehicles as part of their assigned responsibilities. The Superintendent or his designee will develop annually a list of authorized operators of KGCS vehicles by September 1. This list and all addenda to this list will be communicated to each principal and supervisor to ensure all operators are currently authorized.
- D. Employees shall immediately notify their supervisor of any suspension, revocation, expiration, or placement of DMV or court restrictions on their driver's license.
- E. Employees who have the following violations on their driver's transcript within five years of the date of inquiry will be considered immediately ineligible to operate a KGCS vehicle and subject to disciplinary action:
1. Driving the Under the Influence/Drugs or Alcohol (DUI)
 2. Hit and Run
 3. Failure to Report an Accident
 4. Negligent Homicide Using a Motor Vehicle
 5. Operating a Motor Vehicle without the Owners Authority
 6. Speed Contest (Racing)
 7. Any suspension of the privilege to operate a motor vehicle
- F. Employees who the following violations on their driver's transcript within five years of the date of inquiry may be considered ineligible to operate a KGCS vehicle and subject to disciplinary action:

1. Permitting an unlicensed person to drive
2. Court ordered driver improvement course/clinic
3. Any combination of at fault accidents and/or moving violations which total 3 or more within five years of the date of inquiry

School Board Adopted: September 22, 2014
