

# *Walla Walla Public Schools*

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## **ADMINISTRATIVE PROCEDURE**

No. P-6640

### **SCHOOL-OWNED VEHICLES**

The following guidelines shall be used for district vehicles:

- A. The district shall comply with IRS regulations pertaining to the use of district-provided vehicles for personal commuting.
- B. The district shall use distinctive insignia on all district owned vehicles.
- C. District vehicles are not authorized for personal use except in emergency situations.
- D. The transportation director shall use a district vehicle for road checks and it shall be kept at his/her residence during the winter months.

**Issued: September 2003**