

Series 2000 - Finance and Facility Management

Section 2200 - Internal Operations

Policy 2204 – Vehicle Use

The following policy is to prohibit personal use of a Harrison County Board of Education vehicle by any employee except those who are specifically authorized to use county vehicles pursuant to this or other board policy. The superintendent shall assign county vehicles for employee use for official business at his/her discretion.

2204.1 - NO PERSONAL USE – NO COMMUTING:

- 2204.1.1 Vehicles owned or leased by the Harrison County Board of Education are provided solely for use in connection with the school system's trade or business;
- 2204.1.2 When board owned or leased vehicles are not being used for such business purposes, they are to be kept on the board's premises (or temporarily located elsewhere, i.e. for repair);
- 2204.1.3 No employee using a board owned or leased vehicle lives at any Harrison County Board of Education business premises;
- 2204.1.4 No employee (or individual whose use of the vehicles would result in gross income to the employee) may use the vehicle for personal purposes, other than de minimis personal use (such as a stop for lunch during a scheduled trip); and,
- 2204.1.5 The Harrison County Board of Education reasonably believes that, except for de minimis use, no employee uses a board owned or leased vehicle for any personal purpose.

2204.2 - NO PERSONAL USE EXCEPT COMMUTING:

- 2204.2.1 Vehicles owned or leased by the Harrison County Board of Education are provided for use in connection with the school system's trade or business and are used in the trade or business;

- 2204.2.2 For bona fide, non-compensatory business reasons, the Harrison County Board of Education may require certain designated employees to commute to and/or from work in a board owned or leased vehicle. Employees afforded a Harrison County Board of Education owned or leased vehicle are considered to be “on call” while at home;
- 2204.2.3 An employee may not use a board owned or leased vehicle for personal purposes, other than commuting or de minimis personal use (such as a stop for a personal errand between work and home);
- 2204.2.4 The Harrison County Board of Education reasonably believes that, except for de minimis use, no employee uses a board owned or leased vehicle for any personal purpose other than commuting.

2204.3 - Text messaging/email

- 2204.3.1 Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email while driving.

Approved by Harrison County Board of Education

Effective Date: May 21, 2002, Revised April 13, 2010