



Department: Transportation
Policy Number: TRN-A009
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ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

SCHOOL SYSTEM OWNED VEHICLES POLICY

In accordance with the Internal Revenue Service rules and regulations, it is the policy of the Clarksville-Montgomery County School System that:

1. Employees and officials of the school system are prohibited from using school system vehicles for personal use, except when authorized by department heads for bonafide non-compensatory reasons promoting school system business and for minimal personal use.
2. The district shall designate those persons who are to be provided with "qualified non-personal use vehicles" as defined in the Internal Revenue Service regulations. Such vehicles are exempt from record keeping and valuation requirements, but are governed by the provisions of this policy.
3. All school system vehicles will be used for school system business and available for use in connection with school system business.
4. School system vehicles not being used for school system business (off hours) or used for commuting pursuant to the above will be kept on school system property unless temporarily located elsewhere; for example, for maintenance. Exceptions for school buses may be made at the discretion of the Transportation Manager.

Implementing Procedures: None.

Revision History:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|-----------------------------------|
| 9/19/07 | | Initial Release |
| 3/18/15 | | Reviewed, no change (except logo) |

***** End of Policy *****