EMPLOYEE USE OF DISTRICT MOTOR VEHICLES

Employees of the district may request assignment of district owned motor vehicles for use in conducting district business. Use of district vehicles for personal business is strictly prohibited by law.

An employee may be assigned the use of a district motor vehicle after a “Motor Vehicle Use Requisition” form is properly completed, approved by the appropriate administrator or supervisor, and filed with the Office of Administrative and Business Services.

A “Vehicle Use Record” form will accompany the vehicle assigned and shall be properly completed and filed with the Transportation Office at the time the vehicle is returned to the transportation compound.