

MANAGEMENT SUPPORT SERVICES

School-Owned Vehicles

The District may provide for the necessary transportation and expenses that are incurred in the course of performing services for the District, whether within or outside the District. All such vehicles shall be properly marked with letters of contrasting color at least 1 ¼" in height in a conspicuous place on both sides of the vehicle. A District may use a distinctive insignia, which shall be at least six (6) inches in diameter across its narrowest dimension. Unless otherwise specified, all travel must be approved in advance by the staff member's immediate supervisor.

It is advantageous for the District to assign one school-owned vehicle on a 24-hour basis to one employee each in the Transportation Department, the Maintenance Department, and Custodial Services. The use of these vehicles is restricted to District-related business and normal commuting to and from work. At the beginning of each school year, the superintendent will provide the board with a list of any other staff members who are assigned a school-owned vehicle on a 24-hour basis.

Employees using a school-owned vehicle to commute between home and work will accrue taxable income for the value thereof in accordance with Internal Revenue Service regulations. This taxable income is reportable as non-money compensation for TRS Plan 1 and PERS Plan I compensation for TRS and PERS Plan II, and TRS Plan III employees.

Cross Reference:

(cf. 6213 Reimbursement for Travel Expenses)

Legal References:

RCW 46.08.065 Publicly-owned vehicles to be marked--Exceptions

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