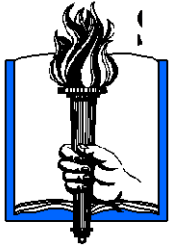


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>	<b>Descriptor No:</b>	<b>Effective Date:</b>
<b>Guidelines for Use of a District Owned Vehicle</b>	<b>AD PER24</b>	<b>3/3/22</b>
<b>Reviewed/Revised:</b>		

Murfreesboro City Schools provides vehicles for designated departments/employees to use in the scope of their duties. Murfreesboro City Schools retains the right to amend this directive at any time. (The term “vehicle” as used in these guidelines, includes, but is not limited to, cars, trucks, buses, vans, etc.)

- Employees may not drive any MCS owned vehicles without the prior approval of their supervisor. Prior to approving a driver and annually thereafter, an employee’s driving record must be checked. Employees approved to drive MCS vehicles are required to inform their supervisor of any moving violations and/or changes that may affect either their legal or physical ability to drive or their continued insurability.
- Employees who are authorized to drive a MCS owned vehicle must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle is strictly prohibited. Employees are personally responsible for any driving infractions, tickets, or fines as a result of their driving.
- Individuals who are not employees of MCS are prohibited from riding in MCS owned vehicles.
- Employees must report any accident, theft, or damage involving a MCS owned vehicle to their supervisor regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident.
- Smoking, including the use of smokeless tobacco or vapor products, is prohibited in a MCS owned vehicle.
- Allowing unauthorized individuals to drive a MCS owned vehicle is prohibited.

- An employee may be allowed in certain circumstances to drive a MCS owned vehicle home if they live in Rutherford County. If the employee lives outside of Rutherford County, they can park the MCS owned vehicle at a MCS owned property after their work day is completed and pick it up on the way to work the next day. They may park their individual vehicle at the MCS property during working hours.
- Personal use of a MCS owned vehicle should be limited to one stop to and from home on a work day.
- The MCS owned vehicle should be locked and items secured when not in use.

By signing below, I fully understand the above guidelines relative to my use of a district owned vehicle. I agree to fully comply with these guidelines. I understand that failure to comply with the guidelines may result in loss of use and/or disciplinary action.

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Employee Signature

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Date