

**FAYETTEVILLE (AR) SCHOOL DISTRICT NO. 1**

**POLICY CONCERNING USE OF SCHOOL VEHICLES AND CREDIT CARDS**

1. The school board shall provide an automobile for the superintendent, this vehicle to be used at the discretion of the superintendent and shall be maintained at school district expense.
2. The vehicles used by the assistant superintendent, curriculum coordinator, physical fitness supervisor, transportation supervisor, and school lunch supervisor shall be used for school district functions. These automobiles may be taken home at the discretion of these school employees.
3. The vehicle used by the vocational agriculture teacher shall be used for school business only. Since the agriculture teacher must take many trips to visit his students' farms, he shall be allowed to take this vehicle home with him at night.
4. Other school vehicles used by mechanics and school district maintenance personnel are to be kept on school premises during the night. They are to be used during working period only.
5. School vehicles may be used by school employees when making out-of-town trips if these trips are approved by the superintendent or assistant superintendent. In such event, expenses of the trip will be paid by the school district.

School credit cards shall be used by school employees only when making authorized trips out of town. These credit cards will be issued to them by the superintendent or assistant superintendent and they shall be returned at the end of the trip. All purchases made on credit cards shall be reported to the assistant superintendent. The copies of the credit and invoices shall be turned in when the credit card is returned. An employee shall sign for the cards and his name will be removed when the cards are returned.

Adopted: 10-22-63