

POLICY EEB

Board of Education Las Cruces Public

Related Entries: EEB-R, EEA, EEA-R, EEAFA, EEAFA-R
Responsible Office: Chief Operations Officer

BUSINESS AND PERSONNEL TRANSPORTATION

I. PURPOSE

The purpose of Policy EEB is to establish guidelines for the assignment, use and maintenance of vehicles owned or leased by Las Cruces Public Schools.

II. BACKGROUND

- A. The Las Cruces Public Schools Board of Education believes that all district-owned or leased vehicles shall be used and maintained in a manner which supports safe and efficient operations of the district.
- B. All vehicles owned, leased and operated by LCPS shall be used to accommodate the needs of the students and staff of the school district.

III. DEFINITIONS

- 1. “*Fleet*” means all LCPS-owned or leased vehicles and excludes school buses.

IV. POSITION

- A. The use of school-owned or leased vehicles shall be under the general direction and supervision of the Superintendent or his/her designee. The Superintendent shall assign vehicles to employees, schools, and administrative departments and shall set forth the conditions for which the vehicle shall be used. Use of vehicles shall be for the sole purpose of district business and operations.
- B. Any individual assigned the use of an LCPS vehicle shall adhere to federal, state and local statutes, and local and state codes and ordinances with regard to operating a motorized vehicle. Individuals shall also adhere to district policies and regulations when using a fleet vehicle.
- C. The district’s fleet shall be properly insured, undergo periodic maintenance to ensure safety and reliability, and appropriately documented as part of the district’s inventory.
- D. While in a district vehicle:
 - a. it is mandatory for all persons to wear a seatbelt;
 - b. the driver is prohibited from the use of cellular telephones or other electronic communication devices while driving (with the exception of hands-free devices).

- E. A vehicle other than a school bus that is used to transport students to school-sponsored activities must meet criteria as outlined in New Mexico Administrative Code (NMAC 6.41.4.9). [See also Policy/Regulation EEA-Student Transportation]
- F. The Superintendent of Schools shall promulgate a regulation for the enforcement of this policy.

V. REVIEW

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.

Maria A. Flores

Board of Education, President

Sept. 20, 2016

Date Approved

History: New Policy, 09.20.16
Legal Reference: 6.41.4.9 NMAC