**Washington County School District**
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# Administrative Letter A114

## Use of Transportation and Mobile-Powered Equipment

*Administrative Letter #114 Use of Transportation and Mobile-Powered Equipment -*

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**DATE:** August 8, 2016

**FROM:** Superintendent Larry Bergeson

**REGARDING:** Use of Transportation and Mobile-Powered Equipment

This letter defines the Washington County School District's (WCSD) position on the use of mobile-powered and transportation equipment by students and non-employees. As WCSD's liability insurance does not extend to either students or non-employees, it is necessary to outline when and who may operate WCSD equipment.

DEFINITIONS

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- Mobile-Powered Equipment:
  - Any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials or persons
    - Mobile-powered equipment may include, but is not limited to, the following:
      - Forklifts, man lifts, cherry pickers, scissor lifts, riding lawnmowers, etc.
- Transportation Equipment:
  - Any mobile power-propelled conveyance used to transport persons within the confines of a school campus
    - Transportation equipment may include, but is not limited to, the following:
      - Gators, four-wheelers, golf carts, etc.

GENERAL SAFETY

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- Students are prohibited from using district-owned mobile-powered equipment
- Non-employees are prohibited from using district-owned mobile-powered equipment
- Transportation equipment may be used by students under the following circumstances:
  - The student has been trained on the proper use of the equipment by a competent WCSD employee

    - The equipment is operated according to the manufacturer’s recommendations
    - The equipment is not used to transport more riders than the manufacturer’s recommends
- When not in use, the keys should be removed from mobile-powered and transportation equipment and stored in a secured area
- Personnel should not operate either mobile-powered or transportation equipment unless they have been trained and authorized
- WCSD personnel should only operate mobile-powered or transportation equipment within the course and scope of their position

When working within the course of employment, WCSD personnel who supervise students have a duty to ensure their safety. Failure to abide by or enforce these safety procedures may result in disciplinary action.

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Larry Bergeson Date
Superintendent
Washington County School District