

## **USE OF BOARD-OWNED VEHICLES AND ELECTRONIC COMMUNICATION DEVICES**

### Vehicles

Certain school system employees are assigned duties by the Superintendent and/or Board that require them to be on call and available to respond to situations or emergencies involving students, school facilities and/or property. Such employees may be assigned a school system-owned vehicle by the Superintendent. The assignment may be such that the employee should have the vehicle on hand 24/7, including at his/her home in order for the employee to use the vehicle and readily respond to calls for assistance related to their employment positions both during and outside of regular business hours. In cases where an employee is assigned a school system-owned vehicle, the following provisions apply:

1. The Board-owned vehicle is provided to the employee to assist in the business of Athens City Schools. As such, an employee may not use any Board-owned vehicle for personal purposes, other than for minor and incidental use that has so little value that accounting for it would be unreasonable or administratively impracticable, such as a stop for lunch between business and work sites, or running minor deviations/errands (such as picking up dinner or groceries) on the way to or from work.
2. When Board-owned vehicles are not being used for Board business, they will be kept at the maintenance shop or assigned school sites during business hours or at the homes of employees to whom the vehicles are assigned during non-business hours.
3. An employee may not use any Board-owned vehicle in a manner that is unlawful, that violates Board policy.

### Electronic Communication Devices

Certain school system employees are assigned duties by the Superintendent and/or Board that require them to be on call and available to respond to situations or emergencies involving students, school facilities and/or property. Such employees may be assigned a school system-owned electronic communication device by the Superintendent. The assignment may be such that the employee should have the device on hand 24/7, in order for the employee to use the device and readily respond to calls for assistance related to their employment position both during and outside of regular business hours. In cases where an employee is assigned a school system-owned electronic communication device, the following provisions apply:

1. The Board-owned electronic communication device is provided to the employee to assist in the business of Athens City Schools. As such, an employee may not use any Board-owned electronic communication devices for personal purposes, other than for minor, incidental

use that has so little value that accounting for it would be unreasonable or administratively impracticable.

2. An employee may not use any Board-owned electronic communication device in connection with personal gain, such as, as an example and not by way of limitation, using the phone (a) in connection with the employee's outside business dealings or outside employment; or (b) in connection with the sale of the employee's property.

3. An employee may not use a Board-owned electronic communication device in a manner that is unlawful, that violates board policy, or that is not suitable or appropriate to the public-school setting.

4. An employee's use of any Board-owned electronic communication device remains subject to any and all rules, requirements, and conditions applicable to such devices and their use as are set forth elsewhere in board policy, including but not limited to the *Computer and Internet Acceptable Use Policy*.

#### Miscellaneous

Nothing in this policy shall be deemed to establish any right or expectation of privacy or confidentiality in or relating to the personal use of vehicles or electronic communications devices owned by the Board.

An employee's use of a Board-owned vehicle or electronic communication device may be revoked at any time, due to abuse of the property, a violation of this or any other Board policy, concerns about costs, or for any other reason.

SOURCE: Athens City Board of Education  
ADOPTED: December 16, 2021