

Nebo School District Board of Education

Policy EEBA

### **VEHICLE UPKEEP AND REPAIR**

All district owned vehicles should be kept clean, neat and in good condition. It is expected that those assigned to use particular vehicles be responsible to have the vehicle washed and waxed on a regular basis, body work done when needed, finish repainted when necessary as well as all mechanical parts kept in an acceptable condition.

Date: 9-79

Nebo School District BOARD of Education

Administrative Procedure EEBA-P

### **VEHICLE UPKEEP AND REPAIR**

Persons assigned vehicles should wash said vehicle at least weekly. It is recommended that each vehicle be waxed every six months. The cost of this program should be reimbursed on the monthly expense account.

All mechanical work will be done through the Transportation Department at the bus shops in Payson. Work which cannot be completed by the Transportation Department will be farmed out to private mechanics by them. This means that at no time is anyone to take their vehicle to a private automotive shop without clearing with the Transportation Department. An exception to this program would be all vehicles still in the original warranty period.

Date: 9/79