



Administrative Procedure 7345
PROHIBITED ACTIVITIES ON DISTRICT PROPERTY

Responsible: Office of Human Resources, Risk Management Department

PURPOSE

This administrative procedure establishes protocols related to non-District staff riding in vehicles owned or leased by the Washoe County School District ("District").

PROCEDURE

1. Only District employees and/or students may ride a District bus or other vehicle when used for a District sponsored activity or purpose. Any and all exceptions must be authorized by the Superintendent or his/her designee.
2. Parent(s)/guardian(s) are not allowed to ride a bus with their child/ward unless they are on a District sponsored field trip and have fulfilled the requirements set forth for a volunteer.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns with the District's governing documents, to include:
 - a. Board Policy 7300, Risk Management

REVIEW AND REPORTING

1. This procedure will be reviewed as part of the bi-annual audit of the District's governing documents in even-numbered years.

REVISION HISTORY

Date	Revision	Modification
7/01/2015	1.0	Adopted