

SECTION E: SUPPORT SERVICES

EEACB	School Bus Maintenance
EEACC	Student Conduct on School Buses (Also: JFCC)
EEAD	Special Use of School Buses
EEAE	Student Transportation in Private Vehicles
EEAF	Student Transportation Insurance
EEAG	Student Transportation Records and Reports
EEB	Business and Personnel Transportation Services
EEBA	School-Owned Vehicles
EEBA-R	School-Owned Vehicles/Buses Requests
EEBB	Use of Private Vehicles on School Business
EEBC	Business and Personnel Transportation Insurance
EEBD	Business and Personnel Transportation Records and Reports
EF	Food Services Management
EFA	Food Purchasing
EFAA	Use of Surplus Commodities
EFB	Free and reduced Price Food Services
EFC	Vending Machines
EFD	Food Sanitation Program
EFE	Food Service Records and Reports
EG	Office Services Management
EGA	Office Communications Services
EGAA	Printing and Duplicating Services
EGAB	Mail and Delivery Services
EGAC	Telephone Services
EGB	Clerical Services
EGC	Office Service Records and Reports
EH	Data Management <i>SN The policy concerning centralized record-keeping. See "Records" in the Code finder index.</i>
EI	Insurance Management <i>SN The policy concerning the school district's overall insurance program or concerning those insurance matters not covered elsewhere. See "insurance" in the code finder index.</i>
EIA	Property Insurance
EIB	Liability Insurance
EJ	Evaluation of Support Services (Also AFF)

St. Stephens Indian School Educational Association
(SSISEA) Wind River Indian Reservation
St. Stephens, Wyoming 82524

FILE: EBC

EMERGENCY PLANS & CLOSING

The responsibility for determining emergency school closures rests with the Superintendent. This should be done as early as possible along with proper notification of students, parents and staff members. Staff members will be informed if and when they are to report for work.

It is also the responsibility of the Superintendent to take the necessary steps within the school year to maintain the minimum number of school days.

Extension of the school year will be made by board action if necessary to maintain the minimum number of school days.

Extension of the school year will be made by board action if necessary to maintain the minimum number of school days.

Adopted: March 22, 1979

Board President: John A. Warren

Revised/Reviewed: October 23, 2018

Signature: _____


Chairman, SSISEA Board of Director

AUTHORIZATION OF SCHOOL-OWNED MATERIAL EQUIPMENT

Generally, equipment purchased for school use will be used on the premises. Sometimes, however, for a variety of reasons, equipment may be checked out to the staff. Any such uses must be approved by the Superintendent or designee.

Reasons for checking out school equipment for use at home might include:

1. To finish school work at home, e.g.
2. To put together programs, e.g.
3. To learn how to operate and/or program equipment e.g. computer.
4. For community functions.

The Superintendent or designee must be convinced that the reason for checking out equipment is educationally sound, has a good chance of fulfilling the stated educational objective, and probably will not be achieved without taking the equipment home.

In addition, every precaution should be taken to ensure the safety of the equipment.

Adopted: May 27, 1982

Board President: John A. Lujan

Revised/Reviewed: October 23, 2018

Signature: _____


Chairman, SSISEA Board of Directors

AUTHORIZED USE OF SCHOOL-OWNED MATERIAL EQUIPMENT
USE

Authorized use of school-owned Material equipment check-out form

Name: _____

Date Out: _____ Date Returned: _____

Description of Equipment:

Serial #: _____ I.D. #: _____

Reason for Check-out:

Approved: _____

Disapproved: _____

Condition Returned: _____

IT Signature/Date

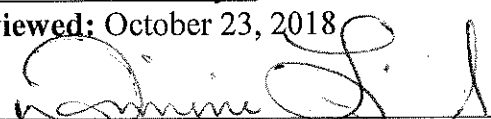
Superintendent Signature/Date

Adopted: May 27, 1982

Board President: John A. Lujan

Revised/Reviewed: October 23, 2018

Signature: _____



Chairman, SSISEA Board of Director

SCHOOL-OWNED VEHICLES

The St. Stephens Indian School Board of Directors recognizes the need to provide transportation to designated administrators and the staff of the school under certain circumstances.

Vehicles used for transporting people are authorized for use by members of the Board of Directors and school personnel for the purpose of conducting school business. **Personal use of district vehicles is prohibited.** Administrative use of District vehicles will be maintained in the vehicle log records. Any persons eligible to use a district-owned vehicles will be required to hold a **valid Wyoming driver's license's** appropriate to the class of vehicle being operated. Any district employee who has their license suspended or revoked is prohibited from operating or requesting to operate any district-owned vehicle until such time proof of reinstatement is provided to the central office.

Persons requesting the use of such vehicle shall follow Regulations set forth in EEBA. Any intended use of a vehicle for out of state travel must receive prior approval by the Board of Directives.

On a limited basis and to the extent such use will not impinge upon or impair use for school district purposes, vehicles may be made available for non-school or non-district use. In such cases and in accordance with Wyoming Rules and Regulations the following shall apply:

SCHOOL-OWNED VEHICLES

Vehicles owned by St. Stephens Indian School will be used in accordance with the provisions of the Bureau of Indian Education and administrative directors of the Superintendent of Schools. Drivers of such vehicles will be properly licensed, as required by law.

- Vehicles owned by the school are not to be used for private purposes; with exception of those authorized for designated administrators by the board.
- Vehicles are not to be taken home during off-hour duty assignment's, except by administrative directives from the Superintendent of Schools or designee;
- Permission for the use of school transportation must be acquired from the district transportation supervisor or from the Superintendent when applicable.
- No fuel tank for gasoline, propane, natural gas, etc., is ever to be placed in the interior or trunk of any vehicle. New vehicles with tanks installed at the factory are acceptable. All equipment used must be U.L. approved and all tanks will meet American Society of mechanical Engineers (ASME) certified tests;
- The replacement schedule for vehicles will be designed toward keeping a dependable fleet. They will be retained for the maximum usage and replaced prior to the time of requiring major repair or expenses';

SCHOOL-OWNED VEHICLES

- All employees, who are driving a school owned vehicle will demonstrate they possess valid driver's licenses. If such licenses are for states other than Wyoming they will be given 90 days in which to obtain a Wyoming driver's license;
- Motor Vehicle Record checks will be made on all employees, who have authorization to drive vehicles owned by the school; and,
- It will be the responsibility of the driver of a school-owned vehicle to report all accidents and/or citations issued by law enforcement officials to his/her immediate supervisor.

Non-district groups must approach the board at a formal meeting to make a request. If board approval is given, the group shall be expected to pay the aforementioned costs inclusive of any damage sustained by the vehicles above and beyond normal wear and tear.

The organization must pay the driver or drivers and any meal or lodging expenses incurred by the driver/drivers.

Adopted: October 28, 1977

Board President: (Vice-President) Alberta Little

Revised/Reviewed: December 15, 2018

Signature: _____

Chairman, SSISEA Board of Director

SCHOOL-OWNED VEHICLES

Request for Special Bus Use

Time of Departure _____ Time of Return _____ Acct# _____
Name of school making Request _____ Date of Request Made _____
Name of Class or Group to make
Trip _____
Number to Make Trip _____ Date Trip to be Made _____
Destination of trip _____ Overnight Yes _____ No _____
Distance One Way _____ Road Trip Distance _____
Purpose of
trip _____
Give name or names of person(s) responsible for the supervision of the
trip _____

Signature of school principal

Authorization

Trip authorized by _____
Driver Assigned _____ Bus # Assigned _____

Drivers Report on Trip

Bus # _____ Beginning Odometer Reading _____ Ending _____
Total miles travel on trip _____

Adopted: October 28, 1977

Board President: (Vice-President) Alberta Little

Revised/Reviewed: October 23, 2018

Signature: _____


Chairman, SSISEA Board of Director