



JESSE BACON, SUPERINTENDENT
ADRIENNE USHER, ASSISTANT SUPERINTENDENT
BRANDY HOWARD, CHIEF ACADEMIC OFFICER
TROY WOOD, CHIEF OPERATIONS OFFICER

Memo:

TO: Dr. Jesse Bacon, Superintendent

FROM: David Phelps, Director of Transportation

DATE: July 14, 2025

RE: Policy Changes

I am requesting the Board's approval to improve/change the wording for Policy 03.2321 and Policy 03.1321. The proposed changes have been reviewed by KSBA and the Dinsmore Group.

Please note that the driving record change will allow us to have the same record on file, but will make it easier for staff to comply under the current DMV challenges in our state.

DP:at

Attachments:

Policy 03.1321
Policy 03.3231

CERTIFIED PERSONNEL

Use of School Property

All personnel shall be responsible for the school equipment, supplies, books, furniture, and apparatus under their care and use. Any damaged, lost, stolen, or vandalized property shall be reported to the employee's immediate supervisor, who shall then report it to the Superintendent/designee once it is confirmed that the item cannot be recovered.

In addition, employees shall not perform personal services for themselves or for others for pay or profit during work time and/or using District property or facilities. District property being used for unauthorized purposes shall be reported to that employee's immediate supervisor.

OUTSIDE WORK

An employee shall not use any District facility, vehicle, electronic communication system, equipment or materials in performing outside work. These items (including security codes and electronic records, such as Email) are property of the District and shall be used solely for jobrelated purposes.

ELECTRONIC COMMUNICATIONS

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy as to information entered or stored in their Email accounts. Authorized District personnel may monitor the use of electronic equipment from time to time.

DRIVING RECORD

Employees who have occasion to drive any Boardowned vehicle and/or transport students shall ~~annually~~ provide the Superintendent with a copy of their five (5) year driving record from the Kentucky Department of Transportation then annually provide the three (3) year driving record. Any traffic citation received during the year shall be reported to the Superintendent prior to driving a Boardowned vehicle or transporting students. The employee's driving history record must show the previous ~~three~~ five (3~~5~~) years and reflect the following:

- No moving violation in the last three (3) years; and
- No at-fault accidents in the past ~~three~~ five (3~~5~~) years.

Employees who will be transporting students, must attend a training provided by the transportation department.

Driving privileges ~~shall~~ may be revoked for employees who ~~have or~~ receive a moving violation or at-fault accident.

BOARD-OWNED VEHICLES

The Superintendent shall recommend for Board approval a list of Board-owned vehicles to be assigned to positions requiring full-time use. Such use shall be permitted in compliance with state and federal guidelines.

Employees assigned full-time use of Board-owned vehicles shall be on call twenty-four (24) hours a day to perform services required by their job responsibilities. Except for commuting to and from work or an occasional minimal detour for personal reasons, employees shall not use Board-owned vehicles for personal use.

Use of School Property**USE OF ASSIGNED TELECOMMUNICATION DEVICES**

The Board authorizes the purchase and employee use of telecommunication devices, as deemed appropriate by the Superintendent. These devices shall include, but are not limited to, pagers and digital or cell phones.

Telecommunication devices may be assigned or made available on a temporary or on-going basis when it is determined that:

1. Assignment of a device to an employee is a prudent use of District resources.
2. The employee's job responsibilities require the ability to communicate frequently and access to a District or public telephone is not readily available.
3. The employee's job involves situations where immediate communication is necessary to ensure the security of District property or safety of students, staff or others while on District property or engaged in District-sponsored activities.

District-owned telecommunication devices shall be used primarily for authorized District business purposes. However, occasional personal use of such equipment is permitted.

REFERENCES:

KRS 160.290
KRS 189.292
KRS 281A.205
702 KAR 5:080
15-ORD-190

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