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September 6, 2017

## USE OF PERSONAL VEHICLES FOR TRANSPORTATION PURPOSES

The Essex County Vocational Technical Schools (hereinafter "Vo-Tech") policy is that no employee, whether full or part time, paid or unpaid, volunteer or other, are permitted to utilize their personal vehicle for District transportation purposes of any Vo-Tech student to any Vo-Tech event, including but not limited to, activity, class, class trips or athletic event (hereinafter "Events").

All Vo-Tech Events requiring the transportation of District students, shall be provided by the District in either a District owned vehicles or buses or by third parties that have been hired by the District for transportation purposes. Only District personnel, board approved volunteers and/or Vo-Tech students shall be permitted on District provided transportation.

By signing below, you acknowledge that you are aware of this District Policy and will abide by same. Any deviation from this policy may result in action against you, including but not limited to increment withholding, termination and personal liability.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date