



# Platte County School District #1

Dennis Fischer, Superintendent  
Chugwater / Glendo / Wheatland

1350 Oak Street, Wheatland, Wyoming 82201  
Phone 307/322-3175 /FAX 322-2084



## VEHICLE USE PROCEDURE

As a requirement of the district insurance carrier, the district vehicle use procedure has been established as of January 1, 2016, for all PCSD#1 employees.

All District employees driving or using a district owned vehicle, within the scope of their job duties, are required to submit the following information during the hiring process or to the business manager:

- A. Full Legal Name
- B. Driver's License Number and State issued
- C. Date of Birth

Once this information is obtained, the employee will be added to the district drivers list. Each year the transportation secretary will submit this information to the State of Wyoming and a DHR (Driver History Record) will be performed.

Upon review of the DHR, employees may be restricted or prevented from using district owned vehicles. This decision will be made at the discretion of the Superintendent.

Edited: January 10, 2017



The State of Wyoming provides Hathaway Merit and Need Scholarships to Wyoming students attending the University of Wyoming and Wyoming community colleges. Every Wyoming student who meets the requirements can earn a Hathaway Scholarship. Contact your school counselor for more information.