




BUFFALO PUBLIC SCHOOLS

DIVISION OF PLANT SERVICES AND SCHOOL PLANNING

403 City Hall . Buffalo, New York 14202 . Phone (716) 816-3560 . Fax 851-3527

TO: All Service Center Employees

C: A. Diamico, Director of Transportation
B. Kirker, Jr., Director of School Plant Operations

FROM: J. Giusiana, Executive Director of Plant Services 

DATE: February 11, 2019

RE: Personal Use of District Vehicles

This is a reminder that at no time during the work day shall district vehicles be used for personal business. The vehicles are to be used to support district needs only.

Please be clear that you are not permitted to use district vehicles to go **home** for lunch or for any other personal reasons. Use of district vehicles to go to lunch at a restaurant or drive thru is an acceptable use. The vehicles are provided to staff specifically for the sole purpose of supporting the district's needs. Employees who violate this policy may be subject to discipline.

Should you have any questions regarding this matter, please contact your immediate supervisor.

Thank you for your cooperation concerning this issue.

JPG:vk