

School-Owned/Personal Vehicles

Vehicles owned by the school district will be used in accordance with the directives below:

- Vehicles are assigned, by the superintendent, to personnel for the benefit of the school district and are to be used for official school business only.
- Drivers of vehicles will be properly licensed and will receive training as determined by the administration to be appropriate.
- Vehicles owned by the school district are not to be used for private purposes.
- Vehicles are not to be taken home during off-hour duty assignments except by administrative directive from the superintendent.

The board of trustees recognizes the demographics of the district require travel that would not normally be expected of an employee in a small district. When it is not possible for the district to provide transportation for an employee, mileage should be paid for the number of miles driven in a personal vehicle while on official school business during the regular school day or while on official school business that is approved by the superintendent if the hours are not within the school day. Due to budget constraints, if more than one employee travels to the same location for official school business they are required to travel in one vehicle. Only the owner of the private vehicle will receive reimbursement from the district. If an employee does not wish to travel in the car pool they will be required to pay their own travel expenses.

Adopted: July 15, 1996
Reviewed: December 14, 2004; April 7, 2005
Revised: April 21, 2005