

TRAVEL EXPENSES - USE OF PRIVATE VEHICLES

District staff members should use district-owned vehicles. A driving record check will be completed on all staff using district-owned vehicles.

Staff members shall not use their private vehicles to transport students except in cases of hardship or emergency. In general, should the need arise to transport a student a district-owned vehicle should be requested from the Transportation Department, and there must always be two adults present in the vehicle.

Staff should request transportation through the transportation department when traveling to district approved professional development outside district boundaries. If a district-owned vehicle is not available or if a staff member is approved to use his/her own vehicle, he/she shall be compensated at the rate per mile that is currently being paid by the District for other authorized use of private vehicles for official school business. The total compensation will not exceed the cost of district provided transportation such as airfare. Staff members utilizing their personal vehicle for official school business shall procure and maintain liability insurance in the form and amount required by law.

First Reading: 10-5-20
Second Reading: 11-2-20