

EEB—Business and Personnel Transportation Services

Administrative Requirements

Administrators, or designee, shall be responsible for making certain that the use of school vehicles is not abused inside or outside the School, and it is the responsibility of such administrative personnel to assure that all travel has final approval from the School administration office. Use of private vehicles for school purposes must be approved by the Administrator.

Use of School Vehicles

No school vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. On a space-available basis, an employee's family may be included on an out-of-town trip if approval is granted by the Administrator. Only Board members or School employees may drive the vehicle. A school vehicle shall not be taken to an employee's home at night unless the employee has permission from the Administrator.

Use of Private Vehicle

Only when authorized by the Administrator, a private vehicle may be used at the mileage rate set by the School, and reimbursement for mileage will be given to the owner of the private vehicle. Credit for mileage outside the School will be given for school business only. An employee using a private vehicle for a school trip shall not claim mileage for any purely personal use of the vehicle during said trip.

Accident Report

Any accident (no matter how minor) in a school vehicle or in any private vehicle while on school business is to be reported immediately to the Administrator. The business office shall immediately report the accident to the School's insurance company.

Cross Ref.: DKC—Expense Authorization and Reimbursement