



**E-2850 © EEB
BUSINESS AND PERSONNEL TRANSPORTATION
SERVICES (District Travel Policy)**

Administrative Requirements

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

Use of School Vehicles

No school vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. Only Governing Board members or District 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 Superintendent.

Use of Private Vehicle

Only when authorized by the Superintendent, a private vehicle may be used at the mileage rate set by the District, and reimbursement for mileage will be given to the owner of the private vehicle. Credit for mileage outside the District 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. Private vehicles cannot be used to transport students.

Cellular Telephones

In no case are drivers permitted to use mobile phones or similar devices while driving on District business.

Seatbelts

Everyone, including the driver, must wear a seatbelt at all times the vehicle is in transit.

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 District transportation office, or to an administrator if the accident occurs after school hours. The business office shall immediately report the accident to the District's insurance company.

Adopted: January 12, 2010
LEGAL REF.: A.R.S. 15-341 38-538

I have reviewed the district policies and presentation regarding the use of district vehicles. I have been provided with (2) copies of this Notice and I understand that a signed copy will be placed in my personnel file.

Signature: _____ Date: _____

Print Name: _____