

## USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

The board discourages the use of private vehicles for district business. Staff will use district-owned vehicles whenever possible and should schedule activities and transportation far enough in advance to avoid any nonemergency use of private vehicles.

The superintendent will develop regulations for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance and liability. The board will review such regulations at least annually.

No staff member will use a private vehicle for district business without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. School administrators, school nurses, other student services personnel and teachers traveling between schools may be granted standing authorization by the board to use their private vehicles on school-related business. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the board.

A student will not be allowed to perform district business with his/her own vehicle or a staff member's vehicle.