

USE OF PRIVATE VEHICLES

Occasionally a staff member may have to use his or her private vehicle in the conduct of school business. Upon preapproval, staff will be reimbursed for the mileage traveled at the current IRS rate for business travel.

The staff member's personal liability coverage will be in effect while using his or her private vehicle. The district will carry sufficient liability insurance to cover the excess of claims which exceed the staff member's personal liability coverage.

Under no circumstances should staff transport students in private vehicles.