

*Adopted: Orig. 6/23/2013*

*Revised: 8/25/2020*

## **512.512 PRIVATE USE OF VEHICLES**

### **I. PURPOSE**

The School Board recognizes the need for some District staff to use their own automobiles for District purposes occasionally.

### **II. GENERAL STATEMENT OF POLICY**

- A. To safeguard the District, staff and students in matters of liability, the following policy shall be observed:
  - 1. During school hours no student shall be sent on school errands with his or her own automobile, or staff's automobile, or a District-owned automobile unless permission is granted by District staff or his/her designee.
  - 2. No student shall drive a private vehicle to another instructional site without parent or guardian's, and the District staff's written approval.
  - 3. District staff using their own vehicles for authorized trips out of the District shall be reimbursed at a mileage rate established by the School Board.