

SCOTTSBLUFF PUBLIC SCHOOLS

Scottsbluff, Nebraska

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 non-emergency 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.

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 and no school district-owned vehicle is available will be reimbursed the full reimbursement amount established by the board.

Staff members who are authorized to use a private vehicle on district business as a personal convenience to the staff member will be reimbursed at the rate of twenty-five percent of the full reimbursement amount established by the board. Authorization for use of a private vehicle is not extended if other transportation has been made available to an out-of-town location.

Approved: 01/13/03

Reviewed: 12/05/05

Revised: