

**PANORAMA COMMUNITY SCHOOL DISTRICT**

**SCHOOL VEHICLE USAGE**

The district shall own the necessary busses and other vehicles to provide transportation for students attending the district's schools as required by law.

The district shall maintain a number of small vehicles for use by the district's employees for work related trips out of the district. In the event that a school vehicle is not available, employees will be reimbursed at 40 cents per mile for the use of their personal cars for school business. If employees prefer to drive their own vehicles when a school vehicle is available, no reimbursement will be made.

The use of school vehicles by employees for personal business shall be reimbursed to the district by the employee at the expense rate of the vehicle used. De minimis personal use (such as a lunch stop between business stops) is allowed.

Requests for the use of school vehicles shall be approved by the superintendent or designee. All vehicles shall be parked at the district transportation facility unless in use or designated to be parked elsewhere by the Board of Education.

Legal Reference:

Cross Reference:

Approved: 9-17-90, 5-14-97

Reviewed: 1999, 2002, 2007, 2011

Revised: 08/12/2013