

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

Faculty members and other school employees may use private vehicles on authorized school business. Authorized school business is school business approved by a building or other appropriate administrator and normally involves a reimbursed mileage rate for use of the private vehicle. Normal use of private vehicles include:

If it is financially advantageous to the district, an employee may be required to use a rented vehicle obtained from a vendor approved by the district.

- Driving from one school site to another
- Driving to or from another school agency such as the AEA, a conference school, etc.
- Driving to local or nearby areas on a school related errand
- Driving to and from conferences and conventions
- Driving to locations on some duty related to a school activity such as a music contest, scouting, etc.
- Transporting students as a normal part of a job assignment such as a nurse transporting a student home who is ill.

Legal Reference: Iowa Code §§ 256B.4; 285.1-.4; 321 (2013).  
281 I.A.C. 41.98; 43.  
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Cross Reference: 504 Student Activities  
711 Transportation

Approved 6/14/2004

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Revised \_\_\_\_\_