

**Greater Albany SD 8J**  
Administrative Regulation

Code: **EEAD-AR(1)**  
Adopted: 3/92  
Readopted: 3/12/01  
Orig. Code(s): AR 6701

**Use of Personal Vehicles by Staff for District Business**

There are occasions when staff members may be asked to use their personal vehicles for district business. Examples of this kind of usage are when school secretaries are asked to take deposits to the bank or when food service assistants take food to an elementary school from a base kitchen. District guidelines that apply in these situations are as follows:

1. The district insurance policy provides only secondary liability coverage for employee's vehicles when they are being used in these circumstances. Employees should check with their own insurance carriers about whether their policy covers them for this type of driving.
2. Employees are eligible for a mileage reimbursement from the district when they are asked to use their vehicle for school business. The allowance is paid at the IRS mileage rate, which covers the cost of insurance as well as other costs of a vehicle. Employees must fill out the reimbursement request form, have their supervisor sign it and submit it to the district business office on a monthly basis.
3. Employees shall not be required to use their own vehicles nor shall they be disciplined or evaluated negatively for not using their own vehicles for district business. If this was to occur employees may use the normal processes available for resolving such conflicts.

These rules do not apply to itinerant staff members in their travels from school to school or to other staff members who are on regular travel allowances as a result of the nature of their position.