

**Multnomah Education
Service District**

Code: **EEBA-AR(1)**
Adopted: 10/12/94
Revised/Reviewed: 9/20/05; 7/01/10; 4/09/12
Reviewed:

Staff Use of MESD Vehicles

The Board recognizes that staff, in the performance of their duties, have a need for use of an automobile for business-related travel. The Board approves, subject to the following conditions, the use by staff:

1. The primary purpose of the MESD vehicle is to provide transportation for staff and students for MESD-related business purposes;
2. Staff use of an MESD vehicle for purposes other than stated above is prohibited, except in such cases where specific uses are negotiated as part of an employment contract;
3. If an MESD vehicle is unavailable, staff who use their private vehicles shall be reimbursed at the approved IRS mileage rate, subject to submission of required paperwork documenting actual miles driven in the performance of business duties;
4. Travel to and from work will not be reimbursed.