


<p style="text-align: center;">Tucson Unified School District</p>  <p style="text-align: center;">GOVERNING BOARD REGULATION</p>	<p>REGULATION TITLE: Business and Personnel Transportation Services</p>
	<p>CODE: EEB – R</p>

Tucson Unified School District may drive district vehicles or their personal vehicles to transport students and for District business for previously approved travel when required in performance of regularly assigned duties according to the following criteria.

Criteria

- District Vehicles may be used by TUSD employees for school business only if the employee has a valid Arizona driver’s license.
- Employees may transport students for school business only with parent/guardian permissions and a valid Arizona driver’s license.
- TUSD will reimburse employees for using their private vehicles on authorized trips only if the trip occurs within the course and scope of their employment or responsibility.
- No student shall be sent on school errands with his/her own automobile, an employee’s automobile, or a District-owned vehicle.
- Employees must follow all TUSD policies and regulation while on District business and with students.
- Car pool when possible, specifically when more than one employee is traveling to the same event or location. When two or more employees are traveling together for authorized purposes in the same vehicle, only one mileage allowance will be reimbursed.
- Volunteers transporting students or others on school business must be approved by the Risk Management Department.
- When employees and volunteers are driving their own vehicles for District business their own vehicle insurance is primary coverage. Insurance coverage for Bodily Injury must provide for \$100,000 per person/\$300,000 total.
- TUSD assumes no liability for use of employees’ personal vehicles outside the course and scope of their employment or responsibility, or for activities in violation of this regulation.

Transporting children and/or families for District business

- Must have valid/current parent/guardian permission per student.
- Must hold a valid Arizona driver's license.
- Must have a seat belt per person.
- Must ensure all passengers are wearing seatbelts and/or car seats as necessary.

Traffic and Parking Violations

The District assumes no liability for any employee cited for, or convicted of, illegally operating or illegally parking any motor vehicle used to conduct District business. The employee shall be personally responsible for any and all expenses, costs, penalties, fines, or other consequences which may result from such citation, conviction or arrest.

Reimbursements for Mileage

- A traveler will be reimbursed for mileage at the prevailing rate according to the Arizona Department of Administration.
- Each submission must have a completed mileage reimbursement form with employee's and supervisor's signature.
- Employees are not reimbursed mileage from home to their usual place of work or vice versa. If an employee is leaving from home to go to another place of work the employee is only reimbursed if the mileage is greater than their usual miles to work and only for the difference in miles.
- Submissions should be made once a month. Each submission should terminate at end of each month to avoid duplication in succeeding submissions. Final submission for the fiscal year shall be made no later than the second week of July. No mileage that occurred in one fiscal year can be paid in another year's budget.
- Employee must state specific destination on the mileage reimbursement form. Repairs made to a privately owned motor vehicle will not be reimbursed by the District.

Accidents

Any accident (no matter how minor) in a school vehicle or personal vehicle while on District business (regardless of location) is to be reported immediately to District Risk Management. If accident occurred outside the regular workday and Risk Management is not in the office, the employee should contact School Safety who will notify on-call Risk Management representative if the accident is of a serious nature.

Records and Reports

Auditable records shall be retained for one year after close of fiscal year during which reimbursement is being requested.

Reviewed: July 28, 2009

Legal Ref: A.R.S. 15-341 – General powers and duties; immunity; delegation
38-538 – Designation of state and political subdivision motor vehicles;
definition

Cross Ref:

Replaces TUSD Policy # 1030 Responsibilities of District Personnel