

<p style="text-align: center;">Tucson Unified School District  <b>TUSD</b>  <i>Celebrate the US!</i>  Tucson, Arizona</p> <p style="text-align: center;"><b>GOVERNING BOARD POLICY</b></p>	<p>POLICY TITLE: Business and Personnel Transportation Services</p>
	<p>POLICY CODE: EEB</p>

**(District Travel Policy)**

**Administrative Requirements**

The Superintendent shall establish criteria and procedures for the use of District vehicles. The criteria and procedures developed by the Superintendent shall place priority on the provision of student services and on assurance of student and employee safety.

Administrators shall be responsible for making certain that the use of school vehicles is not abused inside or outside the District. It is the responsibility of administrative personnel to assure that all travel has final approval from the District administration office. Use of private vehicles for school purposes must be approved in advance by the Superintendent.

**Use of School Vehicles**

No school vehicle shall be used for personal business. Only Governing Board members or District employees may drive District vehicles. No District vehicle shall be taken to an employee's home at night unless the employee has permission from the Superintendent or designee.

**Use of Private Vehicle**

When traveling in a private vehicle is authorized, reimbursement for mileage at the rate set by the District will be given to the owner of the private vehicle. Credit for mileage will be given for school business only. An employee using a private vehicle for a school trip shall not claim mileage for any purely personal use of the vehicle during the trip. Reimbursement is not made for mileage going to and from the employee's regular place of work. An employee whose compensation includes an allocation for automobile use or mileage is not entitled to reimbursement under this policy.

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 policy and regulation.

## **Accident Report**

Any accident (no matter how minor) in a school vehicle or in any private vehicle while on school business is to be reported immediately to Risk Management and School Safety. School Safety will notify the “on call” risk management representative.

Adopted: July 28, 2009

Revised: June 28, 2011

Review

**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.:** DKC - Expense Authorization/Reimbursement

**Replaces TUSD Policy # 4710** Travel by Prof Staff at District Expense; 3730 Mileage Reimbursement;