

EQUIPMENT**USE OF DISTRICT OWNED VEHICLES - TRAVEL**

A limited number of District vehicles is available for transporting small groups on authorized school district business.

All requests for use of a District vehicle for such purposes must be processed on a Transportation Request (MOT-5)(see attachment to AR) with the approval of the building principal or designated supervisor. Such vehicles may be requested through the Transportation Department for authorized school business. All requests will be evaluated according to the following criteria.

1. The purpose and length of the proposed trip.
2. The availability of the District vehicle.

PERSONAL VEHICLE

Employees may be reimbursed for use of their private vehicle for authorized school district business under the following conditions.

1. Trips must be approved in advance by the building principal or designated supervisor. Application for Use of Private Automobile on District Business Form D-15 must be on file in the Accounting Office before a reimbursement claim will be processed.
2. Evidence of liability and property damage insurance and evidence of a valid California driver's license must be provided in advance.

Claims for reimbursement for the use of private vehicles to conduct school business must be made on district form #D-31 and filed at the end of each calendar month.

OTHER TRANSPORTATION

Air travel or other modes of transportation for out-of-town meetings or conferences will be arranged through the District's Purchasing Department.*

*A Travel Purchase Order form (#D-39) must be processed to attend the meeting or conference.