

**TRAVEL (MODE OF TRANSPORTATION)****A. DISTRICT VEHICLES**

A limited number of District vehicles are 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 Van Request 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.
3. DMV H-6 Report on file in Transportation for the driver.

**B. PRIVATE VEHICLES**

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.
2. An "Application for Use of Private Automobile on District Business" form must be on file in the Finance Office before a reimbursement claim will be processed. Additional information included on the form will be evidence of liability and property damage insurance and evidence of a valid California driver's license.
3. Claims for reimbursement for the use of private vehicles to conduct school business within the County must be made on a "Mileage Expense Claim" and filed at the end of each calendar month. Claims for reimbursement for mileage on school business associated with a Travel Requisition must be made on a "Travel Expense Claim" form.

**C. OTHER TRANSPORTATION**

A Travel Requisition form must be processed in order to attend the meeting or conference.