

The Board of Directors of the Monticello Community School District shall reimburse employees at the state rate for travel in the employee's personal vehicle which has been approved by the superintendent. Each employee requesting to use his/her personal vehicle on school business shall have a valid Iowa driver's license and shall have personal liability insurance.

Employees may be authorized to use a school vehicle to conduct business for the district or to attend district-related conferences or activities. The vehicle shall be checked out from the Director of Auxiliary Services after completion of an authorization form. The vehicle shall not be used for personal use. Only the person(s) authorized on the form shall be allowed to drive the vehicle. The employee shall record the mileage and other pertinent information as requested by the Director of Auxiliary Services. All authorized drivers must have a valid Iowa driver's license and must be insurable under the district's liability insurance. No tobacco products shall be used in the vehicles, and no alcoholic beverages or illegal substances shall be placed in the vehicle or consumed in the vehicle.

Date of Adoption: 5/03

Revised: 03/31/08; 9/22/08; 4/22/13

Reviewed: 11/23/15