

## **USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS**

The School Board recognizes that employees may need to use their own vehicles for business related travel. However, such usage should be kept to a minimum and should be done only when necessary. In order to receive reimbursement for travel expenses, employees shall be required to maintain adequate automobile insurance in limits stipulated by the Board.

Principals shall be authorized to transport a pupil or employee home in their personal vehicle if they become ill at school, but only after all efforts to contact the parents or spouse/family member to pick up the sick or injured person have been exhausted.