

USE OF PERSONAL OR DISTRICT VEHICLE

Section I: PERSONAL VEHICLE

Any employee who has prior authorization and is required to use their automobiles to perform their duties shall be reimbursed for such travel at the state rate. Requests for reimbursement shall be made before June 30, ending the school year. The employee shall submit the monthly mileage statement to their immediate supervisor for approval, who will forward it to the designee of the Superintendent. The statement will then be submitted to the Business Services office for payment. (DID)

Section II: DISTRICT VEHICLE

Jackson Public Schools recognizes that certain job classifications require the employee to drive a district vehicle. The employee shall be required to have a valid driver's license and shall qualify for vehicle insurability. When the district's insurance carrier denies an employee insurance coverage and the employee provides his or her own coverage, the employee's insurance coverage must meet district-approved standards. If the employee's driver's license is revoked or insurability is removed, the employee is subject to dismissal.

Except for buses, heavy-duty trucks, and other vehicles designated by the Superintendent or his or her designee, vehicles owned, leased, or rented by the Jackson Public School District board of trustees may be assigned to employees for use in connection with the school business.

Personal use of the assigned vehicle is limited to commuting to and from work assignments with minimal potential stops along a reasonable route between school district-related business activities and an employee's work assignment or home unless authorized by the Superintendent or his or her designee.

All school district employees who operate board-owned, leased, or rented vehicles during