

## **Section 4000 – Business Management**

4430-R Personal and Business Transportation Services

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Employees who use their privately owned vehicles for school business shall be required to maintain minimum insurance coverage for liability and property damage, which shall be the primary coverage. The school non-ownership insurance shall provide the secondary coverage.

Reimbursable mileage shall be according to a rate approved by the Board and the driver shall possess a valid Michigan driver's license before any reimbursement shall be made. In no instance shall mileage reimbursement be claimed for travel for any purpose other than for District business.

Employees are forbidden to transport students for school purposes without authorization by the Superintendent.

A student shall not be sent on school errands with his/her motor vehicle, an employee's motor vehicle, or a District-owned motor vehicle.

No teacher or other employee shall be authorized to drive a van or bus to transport students unless properly licensed and qualified to drive a bus as determined by the Michigan Department of Education.

When District-owned vehicles, which are equipped with seatbelts, are used to transport students, it is required that the number of passengers is limited to the number of seatbelts available and that seatbelts shall be used when the vehicle is operative.

Rules Accepted: June 29, 2009