

Policy 442 TRAVEL

I. PURPOSE

The purpose of this policy is to outline travel guidelines for Northfield School District employees and students.

II. GENERAL STATEMENT OF POLICY

1. Whenever possible, a district-owned vehicle will be used for in-district and out-of-district travel when that travel is a function of district employment. When a personal car must be used for travel, the employee will be reimbursed at the school board approved standard mileage rate. If the IRS approved standard mileage rate changes during a calendar year this updated rate shall be reimbursed without formal school board approval.
2. Employees with mobile positions and staff that travel within the district must submit a monthly mileage log for approval and reimbursement.
3. All out-of-district conference and continuing education travel must be approved in advance.
4. In-district and out-of-district transportation of students for any activities must be in either district-owned vehicles or contracted vehicles. Emergency, unscheduled transportation may be conducted in non-district vehicles with a seating capacity of 10 or fewer people without meeting the requirements for a Type III vehicle as defined by Minnesota statute.

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Adopted: 03.28.2005; Non-Substantive Updates: 03.18.2021

School Board

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 169.454 (Type III Vehicle Standards)