

Policy 442 Travel

- I.** 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.

- II.** When a personal car must be used for such travel, the licensed employee will be reimbursed at the specified rate.

- III.** All in-district and out-of-district transportation using District-owned vehicles or personal car with reimbursement must be approved in advance.

- IV.** In-district and out-of-district transportation of students for curricular or co-curricular activities must be in either District-owned vehicles or contracted-for vehicles. Emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer people without meeting the requirements for a Type III vehicle.

Policy 442 - Travel

Adopted: 3/28/05

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota