

**USE OF PRIVATE VEHICLES FOR
SCHOOL BUSINESS**

The Holdenville Board of Education recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard the district, employees, and students in matters of liability, particularly as this relates to an employee transporting a student or students, it is the policy of the board that written permission must be obtained from the superintendent or the superintendent's designee before using a private vehicle.

Permission may be granted in the form of a standing permit for any employee who uses a private vehicle for school purposes. The permit will state the purpose and whether it includes transportation of students.

Employees will be reimbursed for approved use of personal vehicles to conduct required duties. Reimbursement will be made at the current IRS rate. The employee is responsible for receiving permission and filing all required paperwork for reimbursement in advance of vehicle use.

For special trips involving students, including field trips, a special permit must be obtained in advance for each specific trip.