

 <b>Tucson, Arizona</b>  <b>GOVERNING BOARD REGULATION</b>	<b>REGULATION TITLE:</b> Business and Personnel Transportation Services – Transportation by Employees
	<b>CODE:</b> EEB – R1

Tucson Unified School District employees may drive district vehicles or their personal vehicles to transport students and for District business for previously approved travel when required in performance of regularly assigned duties according to the following criteria.

**Criteria**

- District Vehicles may be used by TUSD employees for school business only and only if the employee has a valid Arizona driver’s license.
- Employees may transport students for school business only with parent/guardian permission and only with a valid Arizona driver’s license.
- In the case of emergency, students may be transported by members of the School Safety Department or a Transportation Supervisor, even if parental consent is not obtained.
- Employees must follow all TUSD policies and regulations while on District business.
- Volunteers transporting or accompanying students or others on school business must complete the Volunteer Application Process with Human Resources and be approved by the Leadership Office to participate in activities.
- Any approved individual driving their own vehicle for District business must be approved by the Site Administrator. Personal vehicle insurance is required and will be considered primary coverage in case of claim. Insurance coverage must provide coverage greater than or equal to the state required minimum for car insurance.
- TUSD assumes no liability for use of employees’ personal vehicle outside the course and scope of their employment or responsibility, or for activities in violation of this regulation.

## **Transporting children and/or families for District business**

The driver:

- Must have valid/current parent/guardian permission per student.
- Must hold a valid Arizona driver's license.
- Must ensure all passengers are wearing seatbelts and/or car seats as necessary.
- Must transport children in back seat of vehicle when possible, front seat should only be used if all other seats in vehicle are occupied.

## **Traffic and Parking Violations**

The District assumes no liability for any employee cited for, or convicted of, illegally operating or illegally parking any motor vehicle used to conduct District business. The employee shall be personally responsible for any and all expenses, costs, penalties, fines, or other consequences which may result from such citation, conviction or arrest.

## **Reimbursements for Mileage**

TUSD will reimburse employees for using their private vehicle on authorized trips only if the trip occurs within the course and scope of their employment or responsibility.

- Car pool when possible, specifically when more than one employee is traveling to the same event or location. When two or more employees are traveling together for authorized purposes in the same vehicle, only one mileage allowance will be reimbursed.
- A traveler will be reimbursed for mileage at the prevailing rate according to the Arizona Department of Administration.
- Each submission must have a completed mileage reimbursement form with employee's and supervisor's signature.
- Employees are not reimbursed mileage from home to their usual place of work or vice versa. If an employee is leaving from home to go to another place of work the employee is only reimbursed if the mileage is greater than their usual miles to work and only for the difference in miles.
- Submissions should be made once a month. Each submission should terminate at end of each month to avoid duplication in succeeding submissions. Final submission for the fiscal year shall be made no later than the second week of July. No mileage that occurred in one fiscal year can be paid in another year's budget.
- Employee must state specific destination on the mileage reimbursement form. Repairs made to a privately owned motor vehicle will not be reimbursed by the District.

## **Accidents**

Any accident (no matter how minor) in a school vehicle or personal vehicle while on District business (regardless of location) is to be reported immediately to TUSD School

Safety. School Safety will notify the Risk Management Department as soon as possible after the accident has occurred and injuries are stabilized.

**Records and Reports**

Auditable records shall be retained for one year after close of fiscal year during which reimbursement is being requested.

Reviewed: July 28, 2009

Revised: November 14, 2014

To Governing Board via April 10, 2015, Friday Report

**Legal Ref:** A.R.S. 15-341 – General powers and duties; immunity; delegation  
38-538 – Designation of state and political subdivision motor vehicles; definition

**Cross Ref:**

**Replaces TUSD Policy # 1030** Responsibilities of District Personnel

**Replaces TUSD EEB-R-*Business and Personnel Transportation Services* (July 28, 2009)**