

**Subject: Use of Personal Vehicle Policy**

**Effective Date: September 12, 2008**

**Approved By: Board of Directors**

**Policy:** It is the Governing Board's policy to define the employee's responsibilities in use and operation of personal vehicles during working hours. Employees required to use their personal vehicle for business purposes are considered completely responsible for any accidents, fines or traffic violations incurred, and are responsible for paying any moving violation or parking tickets.

**Procedure:**

1. Employees required to use their personal vehicle for business purposes are to operate personal vehicles in a safe manner.
  - a. Obey the posted maximum speed limit at all time.
  - b. Drive in a safe manner given the current road, climate, and traffic conditions.
  - c. Do not use a handheld device (cellular phone, handheld computer, pager, or other devices) while driving. Use of cellular telephones while driving is prohibited in California unless the driver is using a hands-free device.
2. Employee's vehicle must be registered in accordance with local regulations, and the employee must hold a valid drivers license.
3. The school will advise the employee on the recommended procedures in the event of a vehicular accident. The employee must immediately report all accidents, fines and traffic violations to their supervisor or manager and the Human Resources Director.
4. If an employee is authorized to use a vehicle for company business, he or she must be a properly insured and licensed driver.
5. There will be no reimbursement for routine, daily activities, including Teacher visits and required Teacher meetings.

Original Policy 02/27/01  
Revised Policy 09/12/08