PERSONAL VEHICLE USE

At times, employees may use their own personal vehicles for work-related purposes when authorized by their administrator/manager/supervisor. In these cases, employees are expected to exercise care, perform required maintenance, and follow all operating instructions as well as comply with laws, safety standards and guidelines. Employees are prohibited from transporting non-employees in personal vehicles while conducting District business unless specifically authorized to do so by their administrator/manager/supervisor. Employees are prohibited from transporting students in personal vehicles while conducting District business. Employees must clearly disclose any personal travel and/or annual leave to be taken in conjunction with District business prior to travel and specific permission must be first obtained from the administrator/manager/supervisor. Employees must also comply with all related District policies including, but not limited to, Workplace Safety, License/Occupational Certification, etc.

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