

USE OF PERSONAL CAR

Section I: PERSONAL VEHICLE

Employees who have prior authorization and are required to use their own automobiles in the performance of their duties shall be reimbursed for such travel at the state rate. Requests for reimbursement shall be made prior to June 30 ending the school year. The employee shall submit the mileage statement to their immediate supervisor for approval, who will then forward the statement to the designee of the Superintendent. The statement will then be submitted to the finance office for payment. (DID)

Section II: DISTRICT VEHICLE

When the job classification requires the employee to drive a district vehicle, the employee shall be required to have a valid driver's license and shall qualify for vehicle insurability. When an employee is denied insurance coverage by the district's insurance carrier and the employee provides his or her own coverage, the insurance coverage the employee provides must meet district-approved standards. If the employee's driver's license is revoked and/or insurability is removed, the employee is subject to dismissal.

Except for buses, heavy-duty trucks, and other vehicles designated by the Superintendent or his or her designee, vehicles owned, leased, or rented by the Jackson Public School District board of trustees may be assigned to employees for use in connection with the school business. Personal use of assigned vehicle is limited to commuting to and from work with minimal potential stops along a reasonable route between school district related business activities and an employee's home, unless authorized by the Superintendent or his or her designee.

All school district employees who operate board owned, leased, or rented vehicles during the performance of their jobs must do so in a lawful and safe manner and in accordance with any regulations the Superintendent may develop to implement this policy.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: October 25, 1982

AMENDED: July 16, 1990
November 25, 1991
December 12, 2005

REVIEWED: May 26, 2006
December 6, 2016