

2004
Rev. 8/14/18

5711

Non-Instructional/Business
Operations

SUBJECT: USE OF SCHOOL VEHICLES AND MILEAGE ALLOWANCE

The school vehicles are purchases specifically for use on pre-approved school business only. They may be used only upon prior approval from the Superintendent of Schools

A mileage allowance as authorized by New York State will be granted for the use of privately owned automobiles in the transaction of school business. When possible, the school car must be used. If the school car is available, mileage will not be paid. All business for which such allowances are made must be authorized by the Superintendent and approved in advance. A report should be made showing the date, destination, purpose, and round trip mileage of each trip.

Adopted: 5/11/04
Rev. 8/14/18