
ADMINISTRATIVE REGULATIONS
SECTION: Auxiliary Services
SUBJECT: Transportation – Reimbursement/Driving Bus

AUX-23
UPDATE 9
03/01/04

The Board of Trustees has approved the reimbursement of \$30 - \$50 (depending on location) to certified personnel who drive buses on extracurricular trips.

The following guidelines must be met:

- ◆ driver must be a NISD employee
- ◆ driver must be certified
- ◆ event must be an extra-curricular activity
- ◆ vehicle used must be a NISD yellow school bus
- ◆ all trips must include students

Extra Curricular Activities include:

- ◆ trips taken after school hours
- ◆ trips that begin during school hours and end after hours

Approvals:

- ◆ trip must be approved by Principal/immediate supervisor prior to date of departure
- ◆ Supervisor of Transportation/Safety must approve certification of driver
- ◆ when ***all*** of the above guidelines have been met, the driver is qualified and eligible for reimbursement.

The NISD employee driver must then sign a complete Payroll Increment Voucher form (AUX-23F), get appropriate approvals and submit to Payroll Department. Reimbursement will be made on the following payroll.

Parents, volunteers, students, employees/students are NOT permitted to drive District vehicles or vehicles rented by the District.

PAYROLL INCREMENT VOUCHER for Driving a School Bus

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