

USE OF SCHOOL BOARD-OWNED VEHICLES DURING NON-WORK HOURS

THE BOARD MAY APPROVE THE USE OF SCHOOL BOARD-OWNED/LEASED VEHICLES FOR OFFICIAL BUSINESS. SUCH VEHICLES MAY BE TAKEN HOME DURING NON-WORKING HOURS BASED ON THE RULES LISTED BELOW.

RULES

1. Employee use of a Board vehicle must be approved by his/her Senior Manager.
2. Employees who take a Board vehicle home shall be on call to return to work during evening hours and weekends.
3. If School Board vehicles are used to commute to and from work, then commuting expense must be recognized in the employee's taxable income.
4. The School Board will determine the value of commuting use of the vehicle and will include this value in the employee's taxable income. Pursuant to the Internal Revenue Code, the annual value of commuting will be included on the employee's W-2 form at the end of each calendar year.
5. A vehicle log containing trip destinations and mileage should be maintained by the employee and reviewed quarterly by the immediate supervisor.
6. Board vehicles may not be used for personal use other than commuting.
7. Marked police vehicles are subject only to rules 1, 5, and 6 above.

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