

## BUSINESS AND PERSONAL TRANSPORTATION RECORDS AND REPORTS

It is the policy of Burlington School District RE-6J to furnish certain individuals with school owned transportation in line with their duties.

1. The Head Maintenance Director and Outside Maintenance Person will be furnished District owned vehicles, and are required to take their District owned vehicle to their homes for immediate availability in case of an emergency outside regular working hours.
2. The Vocational Agriculture Instructor will be furnished a District owned vehicle, and will be required to take it to his home so that he may have immediate availability to the vehicle for project visits after school hours, on weekends, and during the summer months.
3. Additional employees may be required to use District owned vehicles, and will be required to follow the same set of guidelines.

### **Burlington School District RE-6J shall do the following:**

1. Furnish each of the above individuals with a District owned vehicle.
2. Furnish fuel, oil, and maintenance on the vehicle.
3. Furnish each individual an Automobile Mileage & Expense Log as well as monthly report forms.
4. Personal use of employee's vehicle will be calculated at the rate as established by the Board for computation of fringe benefits.
5. The value of the personal use shall be reported on the employee's W-2 as fringe benefit income as required by IRS.

The School District Employee's who are required to use District vehicles on a continuing basis shall be required to do the following:

1. The employee will keep a daily log on use of the school owned vehicle.
2. The log will itemize separately the employee's personal and business use of the school owned vehicle.
3. An itemized report shall be turned in monthly on forms furnished by the School District.
4. The logs shall be turned into the District Office on the first working day of July.

ADOPTION DATE: December 16, 1987

REVISION DATE: April 17, 1996