

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: EEBA-R

SCHOOL OWNED VEHICLES

The administrators and/or General Services personnel listed herein will be furnished a suitable vehicle to enable each to carry out the job functions in their assigned responsibility:

1. Director of General Services
2. Assistant Director of General Services
3. Maintenance and Housekeeping Supervisors as approved by the Director of General Services

Regulations Governing the Use of Assigned Vehicles by Above Personnel - The vehicles furnished by the Vigo County School Corporation for use by designated personnel shall be used for the necessary travel associated with their duties and may be used in traveling to and from their homes, so that they will be available in case of "off hours" emergency.

The assigned vehicles will not be available for personal use.

Expense Reimbursement Without Prior Board Approval - It will be necessary for some administrators to incur travel expenses associated with their responsibilities. The following administrators are authorized to file mileage expense reimbursement claims for travel in Vigo County and in Indiana without prior Board travel approval:

1. Assistant Superintendent for Instruction
2. Director of Elementary Education
3. Administrative Assistant to the Superintendent
4. Director of Personnel
5. Director of Vocational Education
6. Coordinator of Pupil Personnel Services
7. School Lunch Services Director

Adoption Date: April 27, 1977; Revised: October 25, 1982

Legal Ref:

Cross Ref: