1. PURPOSE AND PHILOSOPHY

In order for the authorized personnel of Nebo School District to carry out their assignments in fulfilling the District's mission, the policy of the Board of Education of Nebo School District is to support and to provide reimbursement for essential travel expenses. Every effort should be made to arrange schedules in such a way so as to minimize the amount of travel. District personnel and officials who incur expenses while carrying out their authorized duties will be reimbursed by the District upon submission of a properly completed and approved District travel log and payment request form with such supporting receipts as required. Such expenses may be incurred in line with budgetary allocations for the specific type of expense. A traveler on official school business will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business.

2. PERSONNEL TRAVEL REQUEST AND AUTHORIZATION FORM

The Personnel Travel Request and Authorization Form will be completed including the "objectives for the requested travel" section, and submitted for prior approval when traveling outside Utah or whenever the travel involves an overnight stay.

3. MEALS AND INCIDENTALS

Every effort should be made to arrange schedules in such a way so as to minimize the charging of meals to the District. It should seldom be necessary, for instance, to arrange internal business discussions over lunch within the county. Business in Salt Lake City should not be accompanied by lunch at District expense unless it is part of an extended day conference, convention, workshop, or training. If meals are complimentary or included in the registration fee, the value of those meals should be deducted from the District per diem. The per diem meal reimbursement for District employees traveling within the State of Utah will be made at the currently existing lowest standard.
rate in the State of Utah for Meals and Incidental Expenses (M&IE) as established by the U.S. General Services Administration (GSA) for federal employees, which is periodically adjusted from time to time by the GSA. The per diem meal reimbursement for District employees traveling outside the State of Utah will be made at the currently existing rates for M&IE for the specific travel destinations as established by the GSA for federal employees, which is periodically adjusted from time to time by the GSA. For a list of current GSA M&IE rates, refer to the website at www.gsa.gov and select the topic “Per Diem Rates.”

4. MILEAGE

Mileage for reimbursement is to start from the assigned job location. Occasionally, in emergency situations or when mileage can be conserved, travel may start from an individual's home. Travel should be organized so as to conserve travel expenditures. When official travel by personally owned vehicles has been authorized, mileage payment will be made at the currently existing standard mileage rate established by the Internal Revenue Service for business use, which is periodically adjusted from time to time by the Internal Revenue Service.

5. SCHOOL ADMINISTRATOR TRAVEL

Each school level administrator will have a budgeted amount annually for conference/convention registration, travel, lodging, and meals, which may accumulate from year to year. Registration, travel, meals, and lodging are to be paid from this amount.

6. TEACHER TRAVEL

Travel by teachers will be approved by the appropriate school administrator in accordance with this policy.

7. REIMBURSEMENT

All requests for travel reimbursement must be made monthly on District payment request forms supported by an approved travel log. This log should include each destination and purpose. The distance is to be recorded daily to ensure accuracy. Incomplete travel reimbursement payment request forms and travel logs will not be approved for payment.

8. CONFERENCES AND CONVENTIONS

8.1 Attendance at all conferences and conventions is to serve the educational goals of the District. It is not the intent of the Board of Education to authorize travel to conferences and conventions as a matter of routine attendance. Employees, including Board members, working their last year in the District should not plan to attend conferences and conventions outside of Utah unless their attendance is required as an officer, presenter, or honoree. Prior approval for attendance by the Principal, Director and Superintendent will be acted upon through the completion of the Personnel Travel Request and Authorization Forms.

8.2 Contemplated trips should be discussed with the immediate supervisor prior to the preparation of the travel request. Travel requests should be received well in advance so that the lowest reasonable rates may be obtained.

8.3 The payment of registration for conferences and workshops shall be made in accordance with purchasing policies and procedures and authorized payment methods established by the District.

8.4 Payment for deposits needed to hold lodging and for confirming reservations will be made in accordance with purchasing policies and procedures and authorized payment methods.
established by the District. All travel arrangements should be made through the Operations Department. Requests for travel arrangements with necessary information should be sent to the Operations Department as soon as possible (30 to 60 days prior to departure). All airline tickets should be purchased at the lowest reasonable rates in accordance with purchasing policies and procedures and authorized payment methods established by the District. Tax exempt certificates should be used to save sales tax being charged to District accounts. A person who elects to drive his/her personal vehicle will be paid the lesser amount of the airfare or mileage.

9 ACCOUNTABILITY

9.1 The Superintendent will provide the Board with copies of the travel requests received and approved each month to the date of Board Meeting. The requests will show who, what, where, when, and cost.

9.2 The Board will pay particular attention to the Objectives section of the Personnel Travel Request and Authorization Form. Supervisors will be responsible to information received by employees attending conferences, conventions, workshops, or trainings.

10. VEHICLE RENTAL

10.1 All vehicle rentals for business purposes should be arranged through the State of Utah’s travel contract via the District’s Operations Department, unless it can be shown that no automobile was available: (a) at the time needed; (b) at the place needed; or (c) of the type needed.

10.2 The largest vehicle that school district personnel can rent is a vehicle with a seating capacity of no more than eight (8) passengers, including the driver.

10.3 If a vehicle is not rented through the Operations Department, vehicle insurance shall be secured to provide liability coverage in the amount which meets or exceeds the minimum insurance coverage required for the state in which the vehicle is licensed. The required insurance coverage may be satisfied by combining coverage from the driver’s personal automobile policy and insurance coverage purchased from the rental agency. If the driver’s personal automobile policy does not extend full collision damage coverage to the rented vehicle, a collision damage waiver must be purchased as part of the rental contract.

10.4 In order to provide appropriate liability coverage, only individuals listed as authorized drivers on the rental agreement are allowed to drive the vehicle.

11. ACCIDENT PROCEDURES

In the case of an accident, school personnel should follow these procedures:

11.1 Call the police.

11.2 Call and notify the District’s Risk Manager and appropriate principal or supervisor.

11.3 Request a copy of the Driver Exchange Report from the investigating police officer. If such a report is unavailable, request the officer’s name, contact information, and a case number.

11.4 If possible and appropriate under the circumstances, document information concerning the accident, such as the: (a) date, time, weather, and exact location; (b) person driving the vehicle; (c) other party’s insurance information; (d) description and probable cause; (e)
names and contact numbers of witnesses; (f) description of property damage and drivability of the vehicle, injured person(s), and complaint(s) of injury.

11.5 If the accident involves a rental vehicle, call the rental company and report the accident.

11.6 Employees and volunteers who are involved in an “at-fault” accident shall not be allowed to operate District or private vehicles while on school business until the accident and driving privileges have been reviewed by the District’s Risk Manager. The District’s Risk Manager may require the employee or volunteer to complete the District’s approved driver safety course in order to maintain driving privileges. This driver safety training shall be in addition to any District imposed discipline, corrective action, or counseling.

12. PRIVATE AND DISTRICT VEHICLE USE FOR SCHOOL BUSINESS

12.1 Employees who operate a District, rental, or private vehicle on a consistent and regular basis shall complete the District’s approved driver safety training course prior to operating a vehicle for any job-related purposes. District personnel shall also complete the driver safety training course periodically thereafter in accordance with the State of Utah Risk Management guidelines.

12.2 Employees who operate a District, rental, or private vehicle on an occasional basis shall complete the District’s approved driver safety training course prior to operating a vehicle for any job-related purposes. District personnel shall also complete the driver safety training course periodically thereafter in accordance with the State of Utah Risk Management guidelines.

12.3 The largest vehicle that school district personnel can operate is a vehicle with a seating capacity of no more than eight (8) passengers, including the driver.

12.4 Out-of-state travel in a private or District vehicle for District or school business is strongly discouraged and requires written approval from the principal or supervisor and the District’s Risk Manager.

12.5 Insurance coverage on private vehicles used for District or school business:

12.5.1 Primary vehicle insurance coverage is the responsibility of the insurer of the private vehicle.

12.5.2 The District’s vehicle insurance policy does not extend primary property damage coverage, primary liability coverage, or personal injury protection (PIP) coverage to private vehicles, but will extend secondary liability coverage after the liability limits of the private vehicle insurance policy have been exhausted.

12.5.3 Insurance coverage for private vehicles shall comply with the minimum standards required by Utah State law.

13. DRIVING RESTRICTIONS

District personnel who operate either a private or a District vehicle for District or school business, as set forth in this policy, shall adhere to the following restrictions:

13.1 A single driver shall:

13.1.1 Drive no more than a maximum of ten (10) hours per day.
13.1.2 Take frequent breaks while driving (i.e., rest, food, refuel, etc.).
13.1.3 Drive during daylight hours as much as possible.
13.1.4  Rest a minimum of eight (8) hours after driving ten (10) hours in a day.
13.1.5  Not drive between 1:00 a.m. and 5:00 a.m.
13.1.6  Comply with any and all applicable traffic and safety laws, including the use of seatbelts, while operating the vehicle.

13.2  Multiple drivers shall:

13.2.1  Drive no more than a maximum of fourteen (14) hours per day.
13.2.2  Take frequent breaks (i.e., rest, food, refuel, etc.) and change drivers often while driving.
13.2.3  Drive during daylight hours as much as possible.
13.2.4  Rest a minimum of eight (8) hours after driving fourteen (14) hours in a day.
13.2.5  Not drive between 1:00 a.m. and 5:00 a.m.
13.2.6  Comply with any and all applicable traffic and safety laws, including the use of seatbelts, while operating the vehicle.

14.  PROHIBITED ACTIVITIES

Employees and volunteers who travel for District or school business may not engage in behavior or activities that reflect negatively on the District; place employees, students, or others in harm; or incur civil or criminal liability. Specifically, individuals traveling with students are considered to be on duty during the entirety of the trip regardless of location, time of day or night, or number of other supervisors present or said to be supervising. Supervisors traveling with students are never considered off duty and must therefore abide by Nebo School District Policy #GBCC – Alcohol and Drug-Free Workplace at all times. Individuals who may be operating a vehicle, whether personal, District, or owned by a third party, are bound by the prohibitions found in Policy #GBCC.

**EXHIBITS**
None

**REFERENCES**
Nebo School District Policy #GBCC – Alcohol and Drug-Free Workplace

**FORMS**
Personnel Travel Request and Authorization Form