

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-3536

EMPLOYEE TRANSPORTATION

- I. The Clark County School District authorizes employee transportation by District-owned vehicles or private vehicles used under sanction of the District when employees must travel to perform the responsibilities of their positions with the District.
- II. When District-owned vehicles are not available, a mileage reimbursement in accordance with Nevada statutes and federal standard mileage rates are paid to employees for use of their private vehicles for District business. The federal standard mileage rate includes reimbursement for gas, repairs, tires, insurance, registration fees, licenses, and depreciation attributable to the portion of the total miles driven that are business miles.
- III. A mileage allowance in lieu of reimbursement may be authorized and paid to employees for use of their private vehicles for District business.
- IV. Employees using any vehicle, District-owned or private, in the performance of assigned duties must:
 - A. Have a current valid driver's license in their possession.
 - B. Submit, upon request of the District, a recent Department of Motor Vehicle driving record and maintain driving records that are acceptable to the District and/or the District's insurance company.
 - C. Permit, upon request of the District, inspection of private vehicles being used for District business. The District reserves the right to enforce repair of or discontinued use of private vehicles when deemed necessary.
 - D. Maintain automobile liability coverage in an amount not less than required by law. The vehicle owner is responsible for primary coverage and any damages or claims that may arise from a motor vehicle accident while operating a private vehicle for District business. Comprehensive and collision coverage is recommended for private vehicles used for District business.
- V. District credit card use for private vehicles is prohibited.

Legal Reference: NRS Chapter 281 General Provisions
Cross Reference: Regulation 3511 Travel by District Employees
Review Responsibility: Operational Services Unit
Adopted: [3545.24:10/18/72]
Revised: 6/77; 9/1/78; 5/14/81; 10/8/20
Pol. Gov. Review: 3536:6/28/01