Policy Title: **Personal Use of District Vehicles** Policy Code No. **711.12**

Use of district owned vehicles for personal reasons will not be allowed unless there are extenuating circumstances. It shall be the responsibility of the superintendent or designee to determine what constitutes an extenuating circumstance. In the event personal use of a district vehicle is permitted, the district shall be reimbursed for the actual costs of its operation. Actual costs of operation shall be defined as vehicle miles driven times the mileage rate as established by the Iowa Code.

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| Date of Adoption: | 06/12/1995 |
| Review Date: | 07/11/2016 |
| Revision Date: | 07/11/2016 |

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| Legal Ref.: | Constitution of Iowa Art. III Sec. 31 |
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| Cross Ref.: | Board Policy  803.9 Travel Allowance |