



*Ahkwasahsne Mohawk Board
Of Education*

Legal References:
Related References:
Effective Date: June 1997 & March 2017
Revisions: June 2013 & February 2017
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POLICY SECTION 811: Use of Personal Vehicles

POLICY

The Ahkwesahsne Mohawk Board of Education acknowledges that an employee may be required to use his/her personal vehicle for travel for Board business from time to time. Employees shall be reimbursed for all travel when a Board of Education vehicle is not available.

GUIDELINES

The following guidelines shall apply to the use of personal vehicles by employees of the Ahkwesahsne Mohawk Board of Education:

1. All travel on Board business must be pre-authorized and pre-approved by the immediate Supervisor, or authorized individual, against whose budget the travel expense will be charged.
2. All travel shall be made using the most reasonable and cost efficient mode of travel. Therefore, for individuals traveling long-distance alone, mileage will only be reimbursed to the equivalent of the cheapest mode of commercial public transportation.

Employees must provide a copy of their license and current insurance documentation for the vehicle prior to use of the vehicle for Board-related travel. Such copies will be retained on file at the Board office for the duration of the employee's employment with the Board