

Business Use of VehiclesAssignment of Vehicles for Business Use

The Superintendent/designee shall, as necessary, assign and authorize Office of Education employees to use Office of Education owned vehicles for work-related purposes.

Non-employees are not permitted to drive Office of Education owned vehicles except as specifically authorized by the Superintendent/designee.

Use of Personally-Owned Vehicles

The Superintendent may authorize Office of Education employees and certain other persons conducting business for, or representing, the Humboldt County Office of Education to be reimbursed for personally-owned vehicle mileage expenses.

Reimbursement for use of a personal vehicle shall be at a per mile rate set annually on July 1 by the Superintendent to conform to the Internal Revenue Service allowable rate. However, the Superintendent shall have discretion to adjust the reimbursement rate as of a date other than July 1 when such an adjustment is warranted. Reimbursement shall be only for mileage directly related to the authorized assignment.

An employee who has been assigned an Office of Education owned vehicle to carry out his or her duties will not be reimbursed for mileage expense for use of a personal vehicle unless the use has been authorized in advance by the Superintendent/designee or the Superintendent/designee determines that extenuating circumstances warrant an exception.