

Transportation: Travel in ESD or Personal Vehicles

ESD may provide for vehicles for the necessary transportation for performance of services in the conduct of ESD business, whether within or outside of ESD's region. Employees traveling on ESD business shall use ESD vehicles, unless it is more reasonable, practical or efficient to use a personal vehicle. In unusual circumstances, upon the approval of the supervisor and appropriate division head, employees may use commercial transportation. Assignment of an ESD vehicle may be made at the discretion of the Superintendent to maximize cost efficiencies in the conduct of ESD business.

The Superintendent shall develop procedures pertaining to the use of ESD vehicles. Such procedures shall comply with IRS regulations pertaining to use of ESD-provided vehicles for business purposes.

ESD vehicles, whether owned or leased, shall be properly identified on the vehicle's exterior.

Employees shall not engage in any activity which could interfere with their ability to operate a vehicle in a safe manner while on ESD business. Employees are required to use seat belts when operating vehicles while on ESD business.

ESD employees shall not transport individuals who are not ESD employees or ESD board members in ESD vehicles or in their personal vehicles while conducting ESD business unless approved by their supervisor. Traffic Safety Education vehicles may only be used for staff and students participating in the Traffic Safety program.

Legal References: *RCW 46.08.065*

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