



## **Travel Reimbursement – Spare Bus Driver**

### **Administrative Procedure 5.200**

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**Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, & 16**

**Legal Reference:**

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**Date Adopted: April 1975**

**Date Amended: December 2006, May 2007; March, 2016**

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#### Mileage

- a) Spare Bus Drivers will be reimbursed for travel to a spare bus if:
  - 1) a bus has to be picked up from residence
  - 2) there is not a suitable bus at the bus garage to use as a spare
  - 3) the spare drivers residence to the bus garage is less then spare drivers residence to the regular route bus (bus located at regular driver's residence).
  
- b) Mileage will be paid on the lesser of the
  - 1) bus garage to route bus
  - 2) spare driver's residence to route bus.
  
- c) All mileages must be submitted to the Secretary Treasurer or Manager of Operations for approval for payment.