



Travel Reimbursement  
Spare Bus Driver  
Administrative Procedure 5.200

5.0 Business Administration

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

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**Legal Reference:**

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**Date Adopted:** April 1975

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

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### Mileage

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 driver's residence to the bus garage is less than spare driver's residence to the regular route bus (bus located at regular driver's residence).

Mileage will be paid on the lesser of the:

- 1) bus garage to route bus
- 2) spare driver's residence to route bus.

All mileages must be submitted to the Secretary Treasurer or Transportation Supervisor for approval for payment.