

This page to be filled out by Supervisor

Mileage Stipend Request and Use Agreement

Employee Name: _____ EUSD ID # _____

Department: _____ Monthly Stipend Amount

Job Title: _____
_____ \$25
_____ \$50

(Agreements received by the 10th of the month will be included in the pay check for that month.)

District Policy Summary

Certain employees may qualify for the District to provide an institutional stipend to cover the presumed business use of a personal vehicle. The level of cash stipend will be determined by a person's job duties as it relates to the amount of use. The Assistant Superintendent of Business Services will review and set the amounts to be provided for mileage stipends on an annual basis.

Agreement

- Employee is required to provide the following information before stipend is granted:
 - a. Copy of driver's license noting any driving restrictions
 - b. Year, make & vehicle license plate number
 - c. Insurance carrier
 - d. Policy number
 - e. Policy expiration date
 - f. ***The above info must be updated annually in July with the Human Resources Department or the stipend will be discontinued.***
- Employee is required to complete a "District Personal Vehicle Use Form".
- Employee agrees that they are responsible for the purchase, loss, damage, insurance, and/or replacement of vehicle equipment.
- Employee will promptly report to the District Risk Manager any accident that takes place during the hours of employment.

Employee Certification

I certify that the stipend provided will be used toward expenses I incur for district required travel.

Employee Signature

Date

Supervisor

Date

Assistant Superintendent, Business Services

Date

- *Forward document to Business Services*
- *Rates set annually by Assistant Superintendent, Business Services*

This page to be filled out by employee receiving stipend

Eastside Union School District - PERSONAL VEHICLE USE FORM

This form should be used for District employees or volunteers driving their own vehicles on District business, including field trips.

Name: _____ Phone: _____ Birth Date: _____

Driver's License #: _____ Exp. Date: _____

Year/Make of Auto: _____ Vehicle License #: _____

Insurance Carrier/Agent: _____ Phone: _____

Liability Limits: _____ Policy #: _____

Policy Expiration Date: _____ Driving Restrictions: _____

I certify that the above information is correct and that the insurance coverage is in force. I understand that if performing work for the School District in the course of my duties I may utilize my personal vehicle. I understand that I must have liability insurance coverage in force as required by the State of California and agree to advise the District, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.

Signed: _____ Date: _____

Site: _____ Purpose: _____

Site Administrator Approval:

Sign Name & Title (Print) Date

Approval is valid through the expiration date of the insurance policy. Approval can be withdrawn at the District's discretion.

NOTE: If you drive your personal automobile while on District business and you are involved in an accident, by law your liability insurance policy is used first. The District liability policy would be used only after your policy limits have been exhausted. The District does not cover, nor is it responsible for, comprehensive and collision coverage to your vehicle.

All persons driving on District business will: (1) follow the most direct route; (2) avoid all unnecessary stops; (3) not carry unauthorized non-District personnel or students or guests as passengers; and (4) ensure that all vehicle occupants use seat belts or other appropriate passenger restraint system as required by law.

NOTE: Please attached a photocopy of the following: (1) "Proof of Insurance" form presently being provided by your automobile insurance company that indicates expiration date of insurance; and (2) driver's license.

District Administration may obtain periodic employee driving record checks from the California Department of Motor Vehicles which are a matter of public record. These will be used to determine driver eligibility.