

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>BUSINESS OPERATIONS</u> Use of Board Furnished Vehicles	560
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The Board of Education may provide vehicles to certain central office personnel and other selected personnel in order to accomplish the business of the Caswell County School System.

Employees who are furnished a Board owned or Board leased vehicle may not use the vehicle for personal purposes, other than commuting to/from work sites. The IRS requires a monthly accounting of days in which the vehicle was used for commuting purposes and attaches a fee of \$3.00 per day to be included in the employee's taxable income.

Subject to availability, Board owned or Board leased vehicles may be furnished to employees for attending out-of-town professional meetings, or other activities as requested by the Superintendent or Supervisor.