

Staff Training, Workshops and Conferences

The superintendent may grant leaves for employees to attend conferences, workshops, and conventions related to the employee's work. The superintendent will approve all in-state travel and out-of-state travel under three hundred miles.

Only school employees may drive school vehicles and must have passed the CDE Small Vehicle Test.

Staff travel that requires out-of-state travel that is in excess of a three-hundred-mile radius must have the prior approval of the Board of Directors.

In the event that the trip exceeds the mileage limit, the employee should consider the use of air travel before considering the use of a private vehicle.

Adopted: September 10, 2002

Revised: June 10, 2003