

Vehicle Policy

Vehicle Scheduling and Use

District owned and/or operated vehicles (means vehicles that the district does not own) are to be scheduled for use by district agents and program managers first with all attempts to pool rides if possible. If a district agent, program manager or other staff member needs to use a vehicle priority is to be given to the furthest distance traveled or the hauling of people. Agents, Program Managers or other district staff using privately owned vehicles for district business will be reimbursed at the current mileage rates approved by the state of Kansas. All privately owned vehicle mileage claims by agents, program managers or other staff and approved volunteers are required to file their claim for payment and include the purpose of the trip in the comments section of the Travel Payment Voucher form KS 8-17. Agents, Program Managers and other staff are responsible for maintaining adequate insurance coverage as recommended in the K-State Research and Extension Risk Management Guidebook in the event that they use their private vehicles for district business. Use of district owned and operated vehicles by other agencies or groups affiliated with extension is discouraged. Drivers are to be properly licensed and should be at least 21 years of age if transporting participants for 4-H Youth Development activities. Questions and additional information related to travel for 4-H related events can be found in the District 4-H Travel and Chaperoning Policy. Non-District employees (including volunteers) are insured by the District insurance carrier when the driver has been authorized to drive by the District Extension Governing Body and/or District Director, when the driver is performing district business and when the driver has a valid license.