

Infinity Charter School

SECTION: COMMUNITY

**TITLE: VOLUNTEER DRIVER
REIMBURSEMENT POLICY**

APPROVED: May 18, 2008

REVISED: July 20, 2008

505. VOLUNTEER DRIVER REIMBURSEMENT POLICY

Purpose:

Infinity Charter School relies on volunteers to transport students or materials/equipment for school-sponsored field trips and community service activities.

The ICS Board of Trustees recognizes and appreciates the contributions parents make in support of the numerous field trips and off-site activities sponsored by the school.

This policy is designed to provide financial assistance to volunteers, who use their personal automobiles to transport ICS students or materials/equipment for organized school field trips and activities.

Reimbursement Procedures:

Reimbursement will be made for approved travel in excess of 15 miles one-way from the school. Mileage will be calculated from ICS to the destination and back, and will not include mileage for travel between the driver's home and ICS. Parents will be given directions to and from the destination prior to departure. These directions will identify the designated route, and will be the basis for determining approximate mileage to, and from, the destination.

Reimbursement will be made at a rate of 20 cents per mile. (This rate is subject to change at the discretion of the ICS Board of Trustees.) At no time, can the reimbursement rate exceed federal IRS mileage rates.

Volunteers will be required to complete a mileage expense report and submit it to the Business Manager within two (2) weeks after the trip. The report will be distributed to each of the drivers on the day of the planned trip. It is the driver's responsibility to complete the report and return it within the two-week period.

If a driver wishes to forego reimbursement and "donate" his/her services, ICS will provide the driver with a receipt to acknowledge the donation.

Infinity Charter School requires, and will pay for, criminal, child abuse, and FBI clearances for volunteers. The volunteers must provide copies of these documents to Infinity Charter School. Three-year driver checks will be requested for all volunteers who drive on field trips. These volunteers must provide copies of their driver's license and current insurance card for the school's files.