



**Form 2214.2A**  
**USE OF PERSONAL AUTOMOBILE FOR**  
**OFFICE OF EDUCATION BUSINESS**

*Before completing, please refer to Administrative Regulation (AR) #2214.2, Use of Automobiles on the back.*

**Name** \_\_\_\_\_ **Position** \_\_\_\_\_

**Driver's License Number** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**PERSONAL VEHICLE INFORMATION:**

**Make** \_\_\_\_\_ **Model** \_\_\_\_\_ **Year** \_\_\_\_\_ **License #** \_\_\_\_\_

**Make** \_\_\_\_\_ **Model** \_\_\_\_\_ **Year** \_\_\_\_\_ **License #** \_\_\_\_\_

**VEHICLE INSURANCE INFORMATION (in accordance with California State Law):**

**Name of Insurance Carrier** \_\_\_\_\_ **Policy #** \_\_\_\_\_

**Name of Agent** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Policy Expiration Date** \_\_\_\_\_

As a condition of receiving reimbursement for mileage traveled on official business in accordance with (AR) \$2214.2A, I agree to maintain a valid driver's license, vehicle license, and vehicle liability insurance. I agree to notify SLOCOE immediately if my license or insurance becomes invalid. I recognize that my personal vehicle insurance is primary (pays first) before SLOCOE's insurance. I understand that it is my responsibility to ensure that I and all passengers use seatbelts at all times.

**For frequent or regular mileage claimants:** I recognize that it is my responsibility to inform my insurance carrier that I use my vehicle for business purposes. If my personal insurance carrier refuses to cover my business use, I recognize that I may be responsible for the portion of uncovered damages before the SLOCOE's coverage begins.

By signing this form, I certify that this information is correct, and that such licenses and insurances are in effect as stated above, and that I will ensure seatbelt use at all times.

My assigned "work base" for mileage purposes will be: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

*Please return this completed form to SLOCOE Accounts Payable.*

Revised 1/15/15

**SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**  
**AR #2214.2 USE OF AUTOMOBILES**

Employees of the San Luis Obispo Office of Education (SLOCOE) may be provided automobile transportation for official use through (1) Office owned official vehicles, (2) employees' private automobiles, or (3) cars rented from a commercial vendor. The following regulations shall govern Office paid automobile transportation for employees.

**1. Office Owned Vehicles**

shall be used whenever possible for occasional travel within the County unless other arrangements are specifically approved by the supervisor. Such use shall be for official purposes only and shall be subject to the approval of the County Superintendent or designee. The only reimbursable expenses related to such uses are fuel, parking fees, tools or emergency repairs in accordance with the "Breakdown Procedures" memo located in each vehicle.

**2. Employee's Personal Vehicle**

may be used for official use when specifically authorized by the supervisor. The following conditions shall apply to such use:

**A. Mileage reimbursement for private vehicles use will be made when**

1. it is the least expensive means of travel, or
2. two or more employees ride together to create a savings, or
3. use of the vehicle for official business was necessary at the destination, or
4. when an employee has been granted written authorization to use a private vehicle on a regular basis because his/her assignment requires such use and the use represents a savings to the Office.

**B. The employee must maintain on file with the Office a current "Use of Automobile" form (AR #2214.2A), and maintain in effect minimum automobile insurance coverage for property loss, property damage, and public liability insurance, as required by the State of California.**

**C. The employee shall ensure that seatbelts are used by the driver and all passengers at all times.**

**D. Mileage reimbursement for an employee who is authorized to regularly use his/her private automobile for official use will be calculated on actual miles driven by the employee while conducting official business. For employees who travel to multiple school sites within the County during a single workday, the beginning point for recording mileage will be the shorter of either (1) the actual mileage from the employee's home to the first work location, or (2) the mileage from a designated "work base" to the first work location. The ending point for recording mileage will be the shorter of either (1) the actual mileage from the final work location to the employee's home, or (2) the mileage from the final work location to the designated "work base." The "work base" will be designated in writing by the supervisor as the location where the employee would report when he/she is not on the road. Except as provided above, an employee may not receive reimbursement for commuting miles between home and work.**

**3. Rental Vehicles**

may be used for official purposes when travel outside of San Luis Obispo County is required. Such use must be authorized in writing by the employee's supervisor.

**4. Miscellaneous Conditions**

Exceptions to these regulations may be granted by the Superintendent or designee.