



# BRADFORD COUNTY SCHOOL DISTRICT

CHAD FARNSWORTH, SUPERINTENDENT

501 W. WASHINGTON STREET • STARKE, FL 32091 • 904.966.6800

## Employee Travel Procedures

- 1) Travel must be authorized at least eight days in advance of travel by supervisor.  
\*A copy of current valid driver's license must be on file
- 2) Determine if a BCSD vehicle is available by checking with
  - a) Exceptional Education & Student Services at Ext. 6001 if you are traveling for EE&SS purposes, if not, then
  - b) Gerald Adams (Bus Barn) at Ext. 6733
- 3) If a BCSD vehicle is not available or does not meet your needs, you may utilize your personal vehicle and be paid mileage only if you are traveling less than 100 miles per day. To transport students, you must have personal auto insurance coverage no less than: Bodily Injury Liability per person: \$100,000; Bodily Injury Liability per occurrence: \$300,000; Property Damage Liability: \$50,000; and PIP coverage as required by the State of Florida. If transporting students, the vehicle must be an approved vehicle per F.S. (No Motorcycles, Trailers, Full-Size Vans, or SUVs with a wheel base less than 110 inches)  
\*Proof of insurance and a copy of insurance declaration page must be on file
- 4) If BCSD vehicle is not available or does not meet your needs and personal vehicle is unable to be utilized, the BCSD has an account with Enterprise Rent-A-Car. After supervisor approves travel via a Vehicle Requisition Form, please obtain a purchase order. Secretary/Clerk making purchase order will make reservations with Enterprise Rent-A-Car (please specify what type of vehicle Van/Car and pick-up/return time when submitting request for purchase order). When picking up vehicle a copy of purchase order must be presented. When returning vehicle a copy of receipt must be obtained and returned to secretary/clerk for processing.  
Enterprise Rent-A-Car, 560 S Walnut St, Hwy 301, Starke, FL 32091, (904) 964-4555
  - a) Travel authorized by supervisor
  - b) Complete Vehicle Requisition Form
  - c) Complete purchase order
  - d) Pick vehicle up at designated time with purchase order
  - e) Return vehicle and obtain receipt from Enterprise
  - f) Turn in fuel receipts within 14 days for reimbursement

**\*If using vehicle for a team/club, supervisor may request team/club reimburse school for expenditure.**

**\*Please return vehicles in clean condition with no damage. Abuse may lead to revocation of travel privileges.**

---

ARCHIE KITTLES, DISTRICT 1 • STACEY SHUFORD CREIGHTON, DISTRICT 2  
RANDY JONES, DISTRICT 3 • ELBERT HERSEY, DISTRICT 4 • ROMAN ALVAREZ, DISTRICT 5

WWW.BRADFORDSCHOOLS.ORG