

**Greater Albany SD 8J**  
**Administrative Regulation**

Code: **EEACD-AR(2)**  
Adopted: 3/20/87  
Readopted: 3/12/01, 3/13/06  
Orig. Code(s): AR 6700-C

### **Activity Vehicle Regulations**

The following regulations will govern the use of the district's activity vehicles:

#### **Driver Requirements**

1. Any individual who drives a district "activity vehicle" must meet the following driver requirements:
  - a. Be at least 21 years of age;
  - b. Possess a valid driver's license;
  - c. Pass a driving records check;
  - d. Pass a criminal records check;
  - e. Successfully complete the district's classroom instruction;
  - f. Pass a behind-the-wheel test in the activity vehicles;
  - g. Possess a valid first aid card within 120 days after being certified by the district as an "approved driver;"
  - h. Be certified by the district as an "approved driver."
2. All drivers will operate the vehicle in accordance with driver's rules as prescribed by Oregon Administrative Rules.
3. All driving shall be on a voluntary basis and no individual shall be paid or receive compensatory time for driving an activity vehicle.

#### **Rules Governing Usage**

1. The vehicles will be driven only by "approved drivers."
2. All trips shall be confined to within the state and a 160 mile round trip. All exceptions to this rule must have the assistant superintendent's written approval.
3. The vehicle capacity is limited to 14 passengers plus the driver.
4. Groups that contain more than 14 students should be scheduled on a school bus rather than use two or more activity vehicles.
5. The scheduling of two activity vehicles or one activity vehicle and the use of a privately owned vehicle in order to exceed the 14 passenger limitation is authorized only if the director of business approves the use for one of the following reasons:
  - a. The activity involves an overnight trip.
  - b. There is significant dollar savings by using an activity vehicle.
  - c. The transportation supervisor is unable to schedule either a bus driver or school bus.
6. Activity vehicles are limited to school district purposes only.

7. If severe weather conditions exist or appear eminent the use of the activity vehicle will be evaluated by the building principal.
8. Should an activity vehicle need a fill up or second tank of gasoline on a trip, the group using the vehicle will be responsible for the cost.

### **Scheduling**

1. The vehicles will be located at each of the high schools. The high school principal will be responsible for the scheduling and verification that only “approved drivers” operate the vehicles.
2. Priority on use of the vehicles shall be determined on a first-come first-served basis.
3. Elementary and middle schools wishing to use the vehicles must submit their requests to the high school principals.
4. The building custodial staff will be responsible for checking the vehicle daily and scheduling service at the bus garage every 2,000 miles traveled.