

Clackamas Education Service District

Code: **EEBB**
Adopted: 12/13/17

Use of Private Vehicles for CESD Business

Employees who are expected to use a personal vehicle when traveling for business purposes will be reimbursed in an amount that meets requirements as set forth in federal mileage reimbursement rates established by the Board, CESD procedures and/or a collective bargaining agreement as applicable. Employees using private vehicles for CESD business are subject to CESD policies as long as the vehicle is being used for CESD business.

Employees using private vehicles for CESD business must obey all applicable traffic laws, complete any driver training required by CESD, maintain a valid driver's license and carry vehicle insurance in accordance with state law. (See EEBB-AR for required form). The employee's personal vehicle insurance is the primary carrier in case of accident or damage. CESD's insurance serves as the secondary carrier for liability purposes only.

END OF POLICY

Legal Reference(s):

[ORS 30.260 to -30.265](#)
[ORS 334.125\(7\)](#)
[ORS 801.455](#)

[ORS 811.210](#)
[ORS 815.055](#)
[ORS 815.080](#)

[OAR 581-024-0240](#)
[OAR 735-102-0010](#)

Cross Reference(s):

DLC - Expense Reimbursements
EIB - Liability Insurance