

# Coos Bay School District 9

Code: **EEBB**  
Adopted: 5/11/87  
Readopted: 1/19/10; 6/12/17  
Orig. Code(s): EEBB

## Use of Private Vehicles for District Business

The Board discourages the use of private vehicles for district business, including the transportation of students. District staff will use district-owned vehicles whenever possible and should schedule both activities and transportation far enough in advance to avoid any nonemergency use of private vehicles.

The superintendent will develop regulations for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance and liability. The Board will review such regulations at least annually.

Staff members must obtain approval to use a private vehicle for district business from the building administrator or designee before actual use of the vehicle. All persons operating their private vehicle on behalf of the district must carry at least the minimum insurance required by state law. Staff members who are authorized to use a personal vehicle on district business will be reimbursed in an amount established by the Board. It is strongly recommended to have at least two staff members in the vehicle when transporting students in a private vehicle.

No student will be allowed to perform district business with a staff member's automobile or a district-owned vehicle. No student will be allowed to perform district business with his or her own automobile unless the activity is approved in writing by a building administrator and a form signed by the parent, stipulating insurance is on file in the office of the principal. The student will not be allowed to transport other students for the activity.

END OF POLICY

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### Legal Reference(s):

[ORS 30.260 to -30.265](#)  
[ORS 332.107](#)  
[ORS 801.455](#)

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

[OAR 735-102-0010](#)

### Cross Reference(s):

DLC - Expense Reimbursements