

### **Transportation Records and Reports**

The transportation supervisor, under the direction of the superintendent, will maintain the following transportation records:

1. Individual vehicle maintenance records (gas, oil, parts and supplies, labor and reasons for repair) by date and mileage at the time of service;
2. Mileage on all vehicles with a separate record for mileage which may be reimbursed;
3. Records related to, for example, numbers of students transported, student conduct records, safety and emergency instruction and dates of training, out-of-service time and service to stalled vehicles.

Such records will be available to the deputy clerk, superintendent and Board upon request.

END OF POLICY

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Legal Reference(s):

ORS 802.200

OAR 581-022-0717

OAR 581-022-0720

OAR 581-053-0002 to -0015