

# Douglas Education Service District

Code: **EEBB**  
Adopted: 12/11/14

## Use of Private Vehicles for ESD Business

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

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

No staff member will use a private vehicle for ESD business, including the transportation of students, without approval in accordance with established ESD regulations. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on ESD business will be reimbursed in an amount established by the Board.

At least two staff members must accompany a student being transported in a private vehicle.

A student will not be allowed to perform ESD business with his/her own vehicle or a staff member's vehicle.

END OF POLICY

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### 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