

## Use of Private Vehicles for District Business

The Board discourages the use of private vehicles for district business, including 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 non-emergency use of private vehicles.

The superintendent will develop **regulations for staff** use of private vehicles which will safeguard the district, its employees and students in matters of safety, insurance and liability. The Board will review EEBB-AR when the Board reviews the student handbook(s).

No staff member will use a private vehicle for district business, including the transportation of students, without written permission from the superintendent. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a personal vehicle on district business will be reimbursed the mileage amount established by the Board.

Ideally, at least two staff members should accompany a student being transported in a private vehicle. The ideal may not be possible in which case pre-approval from either the principal or superintendent should be sought.

A student may be allowed to perform district business with his/her own vehicle with the principal's or superintendent's pre-authorization and parent's consent.

END OF POLICY

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### Legal Reference(s):

[ORS 30.260 - 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