

# Glide School District 12

Code: **EEBB**  
Adopted: 3/25/91

## Use of Private Vehicles for School Business

The Board discourages the use of private vehicles for school business, including the transportation of students. District staff will use district-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 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.

Any special education staff member who transports students in a private vehicle or district-owned vehicle for the purpose of school activities such as field trips, community experience, work experience at a job site, or recreational activity falls under the rules stated in OAR 581-053-0545.

No staff member will use a private vehicle for school 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 school district business will be reimbursed in an amount established by the Board.

The district provides comprehensive liability insurance for all employees while in the performance of official district duties. Vehicles of school employees which are being used for school business have a secondary coverage by district liability.

No student will be allowed to perform school business with his/her own automobile, a staff member's automobile or a district-owned vehicle.

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](#)