

Glide School District 12

Code: **EEBD**
Adopted: 3/25/91
Readopted: 12/14/92

Transportation Records and Reports

The mechanic and transportation coordinator, under the direction of the transportation supervisor, will maintain all vehicle and transportation records:

The mechanic will be responsible for maintaining and recording the following individual vehicle information:

1. Vehicle safety inspections, modifications to the vehicle by reason of manufacturer or government recall;
2. Operating and repair costs for labor, parts, supplies, fuel and oil.

The transportation coordinator will be responsible for maintaining and recording the following individual vehicle information:

1. Mileage on all vehicles with a separate record for mileage which may be reimbursed;
2. Records directed by, for example, numbers of students transported, student conduct records, out-of-service time and service to stalled vehicles.

Such records will be available to the business manager, superintendent and Board upon request.

END OF POLICY

Legal Reference(s):

[ORS 802.200](#)

[OAR 581-022-0717](#)

[OAR 581-022-0720](#)

[OAR 581-053-0002 to -0015](#)

[OAR 581-053-0512 to -0527](#)