

Harney Education Service District

Code: **EEAB**
Adopted: 11/14/07
Readopted: 12/12/12
Orig. Code(s): EEAB

Vehicle Use Policy

The ESD keeps a fleet of E-Plate vehicles to be used in ESD delivery of service to our component school districts and technology customers. In order to effectively assign these vehicles and efficiently maintain this investment, the ESD has developed the following policy:

1. Vehicles are to be scheduled, prior to use, through the assigned ESD clerk and/or on the Vehicle-Use Calendar by inserting name, time of departure, vehicle I.D. and destination and time returning.
2. Priority for vehicle use will be given to employees traveling the longer distance, for out-of-county travel, or for employees traveling over mountain passes in winter conditions.
3. Newer, low-mileage vehicles will be used for paved-road travel only.
4. In the event that an E-plate vehicle is already scheduled but is then required for longer distance travel, the requesting employee must notify of the “bumping” and schedule change as a courtesy to the prior requestor.
5. In the event that all E-Plate vehicles are in use, ESD employees may use their personal vehicle. ESD Board policy EEBB - Use of Private Vehicles for ESD Business states: “Staff members who are required to use a personal vehicle on ESD business will be reimbursed at the current IRS mileage rate...”.
6. ESD policy and insurance allow for spouse/family member to accompany ESD employees in an E-Plate vehicle with the prior approval of the superintendent. Spouse/family member (if a licensed driver) may act as a relief driver of the E-Plate vehicle, but the ESD employee must be a passenger in the vehicle.
7. ESD policy allows for mileage reimbursement for the use of a private vehicle when the employee is combining personal and professional travel, with the prior approval of the superintendent.
8. ESD policy allows for one-way mileage reimbursement when an ESD employee, in the course of personal travel, performs a service for ESD, with the prior approval superintendent.
9. ESD employees are responsible to return E-Plate vehicles refueled for the next driver. ESD provides a government gas credit card for individual E-Plate vehicles.
10. ESD employees are responsible for removing all personal belongings, food and debris as a courtesy to the next driver.

11. ESD employees are responsible to report any maintenance concerns or cleaning needs to the assigned clerk.
12. Smoking is not permitted in any E-plate government vehicle provided by ESD.
13. All drivers operating ESD E-plate government vehicles shall use seat belts. Failure to do so is grounds for dismissal.

The ESD dedicates General Fund monies for the purchase of all E-Plate vehicles. These vehicles are purchased to facilitate the service delivery of the various ESD programs including special education, early childhood, instructional support and technology. These vehicles are insured and maintained from General Fund monies. It is the objective of the Board and the administration to provide economical, efficient and safe means of travel for our ESD service providers.

END OF POLICY

Legal Reference(s):

[ORS 332.405](#)

[OAR 581-023-0040](#)

[OAR 581-053-0002](#)

Cross Reference(s):

EEA - Student Transportation Services