

# Hermiston School District 8R

Code: **EEAE**  
Adopted: 4/05/05  
Revised/Readopted: 7/10/17  
Orig. Code(s): EEAE

## Vehicle Use\*\*

The district cannot obtain insurance coverage for any individual vehicle not owned by the district. Employees who transport others in privately-owned vehicles must be aware that the passengers are covered only to the extent of the individual policy on that vehicle.

1. The transportation of any student to a school-sponsored activity shall be by school bus or by a district-owned vehicle whenever possible. When a district-owned vehicle is not available, transportation of students to school-sponsored activities in privately-owned vehicles shall be authorized only when the administrator in charge of the school sponsoring the activity has:
  - a. A certificate of insurance showing that the vehicle has adequate liability and medical insurance coverage;
  - b. A copy of the driver's Oregon driver license 72 hours in advance of approval. The district will submit the driver's license to the district's agent of record for a Department of Motor Vehicles (DMV) check and the DMV report must not exceed the Oregon Department of Education (ODE) driver standards; and
  - c. Determined the activity is deemed to be of sufficient value to warrant the exception.
2. Local transportation of students for school involvement shall be only with an employee driving the vehicle or an adult other than an employee when authorized by the respective administrator. District vehicles are to be used when circumstances allow.
3. At no time will students be authorized to transport other students in privately-owned vehicles.
4. At no time will students be allowed to ride in the back of open pickups or trucks.
5. In specific activities (e.g., golf) where a facility that is necessary for that activity exists at a location other than a school campus, the responsibility for the transportation to that facility will rest with the respective parents.
6. In the event a privately-owned vehicle is used for transporting students to school-sponsored activities, the reimbursement rate as described in the licensed collective bargaining agreement shall be effective.
7. Students involved in out-of-town activities requesting permission to ride home from those activities in a privately-owned vehicle shall be granted permission only when they are to ride with their parent(s).

8. The district-owned vehicle(s) will be scheduled on an availability basis with activities involved with a specific schedule commitment having the higher priority. In case of conflict, numbers of students and distance will be a factor.
9. In the event that there are circumstances not covered by the above, the superintendent, or his/her designee, may make a determination of the circumstances and make the appropriate allowances with regard to the students' safety and the district's risk management.

END OF POLICY

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**Legal Reference(s):**

[ORS 801.455](#)

[ORS 811.210](#)

[ORS 815.055](#)

[ORS 815.080](#)

[OAR 735-102-0010](#)

**Cross Reference(s):**

EIA - Insurance Programs

IICA - Student Travel/Field Trips