

Lane Education Service District Policy

Code: **EEBB**
Adopted: 2/27/96
Readopted: 1/22/02
Orig. Code(s): EEBB

Use of Private Vehicles for District Business

Employees who are expected to use a personal automobile when traveling for business purposes will be reimbursed in accordance with mileage reimbursement rates established by ESD fiscal procedures.

Employees using private vehicles for ESD business are subject to ESD policies as long as the car is being used for ESD business.

Employees using private vehicles for ESD business must carry automobile liability insurance in accordance with Oregon statutes. The employee's personal automobile insurance is the primary carrier in case of accident or damage. The ESD's insurance serves as the secondary carrier for liability purposes only.

The superintendent will develop rules for staff use of private vehicles for ESD business that will safeguard the ESD and its employees in matters of safety, insurance and liability.

END OF POLICY

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 Reimbursement