

# Lane Education Service District Administrative Rule

Code: **EEBB-AR**  
Adopted: 1/10/96  
Readopted: 1/22/02  
Orig. Code(s): EEBB-AR

## **Rules for Using Private Vehicles for ESD Business**

Employees using private vehicles for ESD business are subject to all applicable ESD policies and administrative rules as long as the car is being used for ESD business.

If an employee uses a personal vehicle for ESD business and damage to the parked vehicle or loss of personal property from the vehicle occurs while the employee is conducting ESD business, the employee's personal automobile or homeowner's insurance is the primary carrier. However, in such case, the ESD will reimburse an employee toward his/her personal insurance deductible in an amount up to \$250. Invoices showing the cost of repair or replacement and a copy of the applicable provisions in the employee's personal insurance policies shall be submitted with the expense account.