

**Lake Oswego
School District 7J**

Code: **EEBB**
Adopted: 6/08/09
Readopted: 4/06/15

Use of Private Vehicles for District Business

The Board discourages the use of private vehicles for district business, including the transportation of students. Staff will use district-owned vehicles whenever possible and should schedule activities and transportation far enough in advance to avoid any nonemergency use of private vehicles.

The superintendent will develop regulations for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance and liability. In the event of an automobile accident or injury when driving a private vehicle, the driver's insurance will be primary. District insurance will be secondary and will provide coverage for excess claims only.

No staff member will use a private vehicle for district business, including the transportation of students, without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the Board. Requests for reimbursement must be submitted on a timely basis, no less than quarterly.

A student will not be allowed to perform district business with his/her own vehicle or a staff member's vehicle.

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 Reimbursements