

**Malheur Education  
Service District**

Code: **EEBB**  
Adopted: 7/15/14  
Revised/Readopted: 9/19/17

**Use of Private Vehicles for ESD Business**

The Board encourages the use of ESD vehicles for ESD Business. Staff will use ESD-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 administrative regulations for staff use of private vehicles that will safeguard the ESD, its employees and students in matters of safety, insurance and liability. Staff will annually provide proof of vehicle insurance. Also, no staff member will use a private vehicle or ESD vehicle to transport students for ESD business.

Staff members who are required to use a personal vehicle on ESD business will be reimbursed at the current IRS rate unless otherwise established by the Board.

END OF POLICY

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**Legal Reference(s):**

[ORS 30.260 to -30.265](#)  
[ORS 334.125\(7\)](#)  
[ORS 801.455](#)

[ORS 811.210](#)  
[ORS 815.055](#)  
[ORS 815.080](#)

[OAR 581-024-0240](#)  
[OAR 735-102-0010](#)

**Cross Reference(s):**

DLC - Expense Reimbursements