

Use of Private Vehicles for District Business

The Board discourages the use of private vehicles for district business, including the transportation of students, but understands the necessity of personal vehicle use in certain situations

For transportation of students, also see Board policy EEAE and administrative regulation, EEAE-AR.

Authorized drivers must meet the following criteria:

1. Be at least 21 years of age;
2. Possess a valid Oregon driver's license;
3. Have an acceptable DMV driver record;
4. Be enrolled in the DMV Automated Reporting System for ongoing monitoring/authorization;
5. Drivers of Type 10 activity vehicles will also complete all required training and be approved by ODE.

The use of private vehicles by staff for district business, including the transportation of students must be within the scope of employment and supervisor approved.

Authorized drivers must complete the Use of Private Vehicle form and send it to the human resources office for filing and monitoring through the DMV Automated Reporting System. Staff authorized driver information is maintained as long as the individual is employed and required to drive for district business, including the transporting of students in private vehicles. The form needs to be completed only once for each vehicle to be used. However, when insurance is renewed, the employee is responsible for providing updated copies as proof of minimum insurance requirements listed below to the human resources office.

The completed Use of Private Vehicle form will include:

1. Description of the private vehicle to be used;
2. Verification of current/valid driver license;
3. Verification of current/valid auto insurance for the listed vehicle that meets or exceeds the minimum requirements as established by the state of Oregon of:
 - a. Bodily injury \$25,000 per person;
 - b. Bodily injury \$50,000 per accident;

- c. Damage to others property \$20,000 per accident;
 - d. Personal Injury Protection \$15,000 per person;
 - e. Uninsured motorist coverage of \$25,000 per person; and
 - f. Uninsured motorist bodily injury \$50,000 per accident.
4. Declaration that the auto has adequate personal safety devices for each passenger and is in sound working condition;
 5. Declaration that driver has not been guilty of any driving related felony;
 6. Declaration that driver will not use a cell phone or smoke while transporting students in a private vehicle.

Procedures for Accidents

In the event of a claim, the private vehicle insurance will always be primary and the driver may be personally liable for any traffic violations, accidents or injuries that occur while using a private vehicle for district business and including when transporting students. District liability insurance provides limited coverage and is subject to qualifying conditions. District liability insurance may not cover drivers' personal liability.

In the event of an accident, the employee needs to:

1. Follow all Oregon Department of Motor Vehicle driver responsibilities.
2. Contact law enforcement. In an emergency situation, call 911. In a nonemergency situation, use their nonemergency phone number to report if the accident meets any of the criteria listed in item #7 below.
3. At the scene of the accident, give to the other driver, passengers in the vehicle or any injured pedestrian your:
 - a. Name;
 - b. Address;
 - c. Driver license number;
 - d. License plate number of your vehicle; and
 - e. Your insurance information.
4. Contact your supervisor or administrator to provide details as soon as possible. If students are involved, call the school with detailed information and the names of the students. Make a plan in coordination with the school for contacting parents and request more assistance at the scene if needed.
5. Contact the benefits specialist in the human resources office as soon as possible for next steps. Fill out the Medford School District's Vehicle Accident Report and turn in, to the benefits specialist in the human resources office.

6. Follow all *Employee Handbook* rules regarding drug and/or alcohol screening.

Post-accident/incident screening will occur when there are reportable injuries requiring care beyond basic first aid and requiring professional medical treatment and/or property damage exceeding \$500.

7. You must file an Oregon Traffic Accident and Insurance Report (Form 735-32) with DMV within 72 hours when:
 - a. Damage to the vehicle you were driving is over \$1,500;
 - b. Damage to any vehicle is over \$1,500 and any vehicle is towed from the scene as a result of damages from this accident;
 - c. Injury or death resulted from this accident; or
 - d. Damages to any one person's property other than a vehicle involved in this accident is over \$1,500.

Note: You must fill out an Oregon Traffic Accident and Insurance Report and return it to DMV if you meet the criteria above even if a police officer files a report. **A police report does not satisfy or remove your requirement to file an accident report with DMV.** You must do that yourself.

8. In addition to turning the form in, to the DMV, provide a copy of the Oregon Traffic Accident and Insurance Report to the human resources office and keep a copy for yourself.
9. Follow any other DMV guidelines including but not limited to these:
 - a. Accidents in areas open to the public for the use of motor vehicles must be reported. Some drivers who are in accidents offer to fix the damage and try to get the other driver not to file a report. If you agree to do this, you are breaking the law if the amount of damage is over \$1,500. Always remember to keep a copy of your report for your own records.
 - b. You must file a report even if your vehicle was the only one in the crash. If you do not report an accident when required to do so, your driving privileges will be suspended by DMV.
 - c. If you were in a collision and the other party did not have insurance, you can report the collision to DMV. However, the accident may also go on your driving record, if you do not clearly indicate on the accident report that the accident does not meet mandatory reporting criteria.

Procedures for Travel Inside and Outside of the District and Mileage Reimbursement

Unless provided for in a contracted mileage stipend, mileage may be compensated at the IRS rate. Authorization for compensation requires prior approval to qualify for reimbursement.

For mileage within the district, the Local Automobile Mileage Report needs to be turned in before the fifth of the month to a supervisor to sign, coded for payment and turned into the business office. A standardized mileage chart for distances is provided.

Supervisor approval is needed for all out-of-district travel. For one day out-of-district, the Out-of-District, One-Day Trip Mileage Report can be used. Mileage charts are provided with the form.

For out-of-district travel longer than one day, director authorization is required for staff travel. This authorization is obtained by completing the Medford School District's Travel Authorization Form at least three weeks prior to the date of the event.

Once the Authorization Form is approved, a Travel Advance and Expense Report (TAER) will be generated for all trips requiring funding. All federally funded travel will be prepared by the Federal Programs Department. In order to receive payment in advance, the TAER form needs to be in the business office 7-10 days before the trip. By signing the TAER form, the employee acknowledges their responsibility to spend district resources from any source, including Associated Student Body Funds, in compliance with state laws, Standards for the Competent and Ethical Educator and district/school policies.

All needed forms are located on the district intranet on the Forms and Documents page listed in the section V. Financial Services by selecting "Vehicle Use and Travel" or using the following link:
https://intranet.medford.k12.or.us/msdresource/district_forms.htm#VEHICLE_USE_&_TRAVEL.