

<p><b>Multnomah Education Service District</b></p>
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Code: **EEBB-AR(1)**  
 Adopted: 6/21/11  
 Amended:  
 Reviewed:

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

Employees using private vehicles for MESD business are subject to all applicable MESD policies and administrative rules while a private vehicle is being used for MESD business.

**Permissions**

Employees must have express consent from their supervisors or a requirement listed in their job description to use their personal vehicles on MESD business.

**Insurance Requirements**

By Oregon state law, “insurance follows the vehicle,” meaning that the automobile owner’s insurance is primary regarding coverage for bodily injury and property damage liability, personal injury protection, and uninsured motorist insurance claims.

Therefore, personal vehicles used on MESD business must be covered by the owners of those vehicles with insurance in at least the mandatory amounts (ORS 806.010) specified below:

<b>Type</b>	<b>Amount</b>
Bodily injury and property damage liability	\$25,000 per person; \$50,000 per crash for bodily injury to others; and \$20,000 per crash for damage to the property of others
<b>Liability</b> Personal Injury Protection (for reasonable and necessary medical, dental and other expenses one year after a crash)	\$15,000 per person
Uninsured Motorist Coverage	\$25,000 per person; \$50,000 per crash for bodily injury

MESD shall not reimburse employees for their insurance expenditures or deductibles.

Failure of an employee to cover their vehicle(s) when used on MESD business with insurance in the minimum amounts may subject that employee to discipline, up to and including termination.

## **Licensing Requirements**

Employees driving on MESD business must hold an appropriate, current and valid drivers' license for the type of personal vehicle being driven, issued by a valid license-issuing agency in the United States (such as a State Government's Department of Motor Vehicles). Employees who lose their license due to court ordered restrictions will notify their supervisor immediately.

## **Citations (Tickets)**

Employees who commit driving infractions and incur citations are personally responsible for the legal and financial consequences of their actions. MESD shall not pay for tickets received by employees in the course of their duties.

Employees whose job duties require driving on-the-job may be subject to progressive disciplinary action, up to and including termination, for citations and driving infractions received.

Employees incurring citations or involved in accidents while driving their own vehicles on-the-job shall report those citations and accidents to their Supervisors as promptly as possible.

## **Accidents**

1. Employees involved in accidents shall:
  - a. Stop their vehicle and move it to a safe, nearby location; make sure all vehicles involved in the accident are safely moved, if possible;
  - b. Check for injuries and call 911 if needed;
  - c. Contact the police at their non-emergency number, if 911 hasn't been called; the police will determine if an officer needs to be dispatched to the scene;
  - d. Cooperate with police;
  - e. Remain calm and polite, and try not to panic;
  - f. Exchange the following information with the other driver(s):
    - (1) Name;
    - (2) Address;
    - (3) Phone number;
    - (4) Year, make, model and color of all vehicles;
    - (5) License plate numbers and VIN (Vehicle Identification Number) for each vehicle;
    - (6) Insurance carriers and policy numbers;
    - (7) Witness names, addresses, emails and phone numbers (if available);
    - (8) Police names, badge numbers, and report numbers (if available).
  - g. Take photos, if a camera or cell phone is available;
  - h. Not leave the accident scene until all information has been gathered;
  - i. Not admit fault, but be truthful about the facts;
  - j. Report the accident promptly to their supervisor. The employee is encouraged to use a cell phone for this purpose while still on the scene of the accident.
2. If students were involved in the accident, the employee shall notify his/her supervisor immediately. If the supervisor is not available, the employee shall report it immediately to the reception desk who

will notify the supervisor's director or risk manager, chief program officer, superintendent, or any available director.

3. If the employee's vehicle needs towing from the scene, the employee is financially responsible for towing. (In many cases, their own insurance or their personal membership in an automobile club or special credit card may provide for emergency towing.)
4. DMV Reporting
  - a. Within 72 hours, employees who were driving on-the-job at the time of the accident shall fill out and sign a DMV accident report form, available from the Oregon DMV website: <http://www.oregon.gov/ODOT/DMV/driverid/accidentreport.shtml> or from any DMV office.
  - b. The DMV accident report form lists criteria for submission of the form to DMV, and the employee may determine if the accident meets the criteria, and whether the form must be submitted to the DMV. The supervisor shall not sign or submit the accident report to the DMV on the employee's behalf. An employee's failure to sign and submit the report him/herself could cause the employee's driver's license to be revoked.
  - c. Even if the accident report is not submitted to the DMV, the employee shall give the filled-in and signed report to their supervisor to facilitate claims processing and statistical recordkeeping.
5. Incident Reporting
  - a. All employees involved in on-the-job automobile accidents, regardless of whether the driver is an MESD employee, and regardless of whether the employee has sustained an injury in the accident, shall fill out an Incident Analysis Report at <http://www.mesd.k12.or.us/hr/hrfrms/forms.shtml>, under the heading "Work Injury or Illness Reporting Packet."

## **Supervisors**

1. Supervisors of employee-drivers involved in on-the-job automobile accidents shall use the form in Administrative Regulation EEBB-AR(2) to collect information from the employee-driver and promptly forward it to the MESD risk manager:
2. The supervisor shall notify his/her director and the risk manager of all on-the-job automobile accidents and/or citations that involved employees in a timely fashion.
3. If a student is involved in the accident, or if an employee is seriously injured or killed, the supervisor shall notify his/her director immediately. In the event the director cannot be reached, the supervisor shall immediately notify the risk manager, chief program officer, superintendent or any available director.