

**Neah-Kah-Nie  
School District 56**

Code: **EEBB**  
Adopted: 11/12/01  
Readopted: 1/14/08; 12/14/09; 4/13/15  
Orig. Code(s): EEBB

**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. The Board will review such regulations at least annually.

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.

The district recommends that at least two staff members accompany a student being transported in a private vehicle.

No staff member will direct a student to use a private vehicle or a staff member's vehicle to perform district business. In cases of emergency, an appeal may be made to the principal.

END OF POLICY

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**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