

Newberg School District 29J

Code: **EEBB**
Adopted: 10/9/06
Orig. Code(s): 4290

Use of Private Vehicles for District Business

The Board discourages the use of private vehicles for district business, including the transportation of students. Staff shall 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 shall develop regulations for staff use of private vehicles that shall safeguard the district, its employees and students in matters of safety, insurance and liability. The Board shall review such regulations at least annually.

No staff member shall 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 shall be reimbursed in an amount established by the Board.

At least two staff members must accompany a student being transported in a private vehicle.

A student shall be allowed to perform district business with his/her own vehicle. Any student so authorized must obtain prior written approval from the designated district official and may not transport any other student.

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