

North Santiam School District

Code: **EEBB**
Adopted: 7/01/96
Readopted: 12/18/97, 9/19/02

Use of Private Vehicles for District Business

The Board discourages the use of private vehicles for school business, including the transportation of students. District staff will use district-owned vehicles whenever possible and should schedule both activities and transportation far enough in advance to avoid any non-emergency 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 school business, including the transportation of students, without authorization from the principal. Authorization to use a private vehicle should be obtained before actual use of the vehicle. Staff members who are authorized to use a personal vehicle on school district business will be reimbursed in an amount established by the Board.

It is recommended that at least two adults (staff members or other adults on school business) accompany a student being transported in a private vehicle.

No student will be allowed to perform district business with a staff member's automobile, or a district-owned vehicle. Students who perform district business in their own vehicles shall have verification of a vehicle check performed by a staff member and parental permission.

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:

Policy EI - Insurance Programs/Insurance Agent of Record