

**North Santiam
School District**

Code: **EEBB**
Adopted: 7/01/96
Readopted: 12/18/97; 9/19/02; 6/15/17
Orig. Code(s): EEBB

Use of Private Vehicles for District Business

The Board discourages the use of private vehicles for school 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 or designee 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 or district business, including the transportation of students, without authorization from the superintendent. 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 or 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. A student who performs district business in his/her own vehicle shall have parental permission and obtain prior written approval from the designated district official. Students may not have other students in their own vehicles when performing district business.

END OF POLICY

Legal Reference(s):

[ORS 30.260 to -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