

Ontario School District 8

Code: **EEBB**
Adopted: 06/15/95
Readopted: 8/18/10
Orig. Code(s): EEBB

Use of Private Vehicles for District Business

The Board recognizes the needs for some district employees to use their own automobiles for district purposes regularly or occasionally. To safeguard the district employees, and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy will be observed:

1. To use a private vehicle for district purposes, the employee must have the permission of the building administrator or his/her designee:
 - a. This permission may be in the form of standing authorization for employees who use their own cars regularly for district purposes;
 - b. For all field trips involving students authorization must be obtained in advance for the specific trip.
2. At least two staff members should accompany a student being transported in a private vehicle whenever possible;
3. The district will assume no responsibility for liability in case of accident unless the employee has the authorization described above;
4. The Board specifically forbids any employee to transport students for district purposes without prior authorization by the superintendent or his/her designee; and
5. No student will be sent on district errands with his/her own automobile, an employee's automobile or a district-owned automobile.

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](#)