

**Saint Helens
School District 502**

Code: **EEBD**
Adopted: 2/25/02
Readopted: 5/14/07
Orig. Code(s): EEBD

Transportation Records and Reports

The transportation contractor, under direction of the business manager, will maintain the following transportation records:

1. Individual vehicle operating costs (gas, oil, parts and supplies, labor and reasons for repair);
2. Mileage on all vehicles with a separate record for mileage which may be reimbursed;
3. Records directed by, for example, numbers of students transported, student conduct records, safety and emergency instruction and training, out-of-service time, and service to stalled vehicles;
4. Other records required by Oregon Department of Education for reimbursement through the Basic School Support fund formula.

Such records will be available to the business manager, superintendent and Board upon request.

END OF POLICY

Legal Reference(s):

[ORS 802.200](#)

[OAR 581-022-1660](#)

[OAR 581-022-1530](#)

[OAR 581-053-0001 to-0015](#)

[OAR 581-053-0512 to-0527](#)