# **Umatilla School District 6**

Code: **EEBB**Adopted: 4/11/96
Revised/Readopted: 2/11/04
Orig. Code(s): EEBB

# **Use of Private Vehicles for District Business**

The Board discourages the use of private vehicles for district 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 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 district requires a minimum of two staff members to transport a student. The Board will review such regulations at least annually.

No staff member will use a private vehicle for district business, including the transportation of students, without written permission from the superintendent. 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 will be reimbursed in an amount established by the Board.

No student will be allowed to perform district business with his/her own vehicle, a staff member's vehicle or a district-owned vehicle without prior written administrative approval.

## **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