

**Willamette Education  
Service District**

Code: **EEBB**  
Adopted: 7/8/03  
Revised/Readopted: 9/12/05; 7/27/10; 2/13

**Employee Use of Private Vehicles for ESD Business**

The Superintendent will develop administrative regulations for staff use of private vehicles that will safeguard the ESD, its employees, and students in matters of safety, insurance, and liability.

Staff members who are required to use a personal vehicle on ESD business will be reimbursed at the established IRS rate. Employees using private vehicles for ESD business are subject to ESD policies as long as the vehicle is being used for ESD business.

Employees using private vehicles for ESD business must carry vehicle insurance in accordance with Oregon Revised Statutes. The employee's personal vehicle insurance is the primary carrier in case of accident or damage. The ESD's insurance serves as the secondary carrier for liability purposes only.

END OF POLICY

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**Legal Reference(s):**

[ORS 30.260 - 30.265](#)  
[ORS 334.125\(7\)](#)  
[ORS 801.455\(2\)](#)  
[ORS 811.210](#)

[ORS 815.055](#)  
[ORS 815.080](#)

[OAR 581-024-0240](#)  
[OAR 735-102-0010](#)  
[OAR 581-053-0003\(29\)](#)

**Cross Reference(s):**

DLC - Expense Reimbursements