

Employee Use of Private Vehicles for ESD Business

Transportation of students will be by the ESD's transportation system or by an ESD employee's vehicle, when required by the employee's course and scope of their employment.

The following conditions must be met prior to the transport:

1. The appropriate ESD administrator has approved the transportation as a requirement of their employment;
2. A permission slip signed by the student's parent(s) has been received by the appropriate ESD administrator or his/her designee granting permission for the student to ride in the employee's privately-owned vehicle;
3. The employee driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the ESD;
4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until four feet nine inches or age eight and the adult belt properly fits.¹ A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. Training in the proper installation and use of child safety system may be required. The driver must not place children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags;
5. The employee must follow all applicable Oregon Vehicle Code laws when transporting the student including correct use of seat belts (see #4 above). Failure to follow these laws will be grounds for discipline up to and including dismissal.

¹"Proper fit" means the lap belt of the safety belt or harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.