

# Willamina School District 30J

Code: **EEBD**  
Adopted: 12/12/94  
Readopted: 2/14/05  
Orig. Code(s): EEBD

## Transportation Records and Reports

The transportation supervisor, mechanic or a designee, assigned by the transportation supervisor, will maintain the following transportation records:

1. Individual vehicle requirement items (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 pertaining to numbers of students transported, student conduct records, safety and emergency instruction and training, out-of-service time, and service to stalled vehicles.

Such records will be available to the deputy clerk, superintendent and Board request.

END OF POLICY

---

### Legal Reference(s):

[ORS 802.200](#)

[OAR 581-022-0717](#)

[OAR 581-022-0720](#)

[OAR 581-053-0002 - 0015](#)

### Cross Reference(s):

EH - Data Management