

**South Coast Education  
Service District**

Code: **EEAE**  
Adopted: 7/10/12  
Readopted: 10/9/12  
Reviewed: 8/2/17  
Readopted: 2/13/18  
Orig. Code(s): EEAE

**Student Transportation in Private Vehicles**

Transportation of students will be by properly insured ESD vehicles or by properly insured ESD employee's private vehicle, except as provided below.

Employees may be permitted to use private vehicles to transport students on field trips or on other school activities if the following conditions have been met prior to the activity:

1. The program administrator has approved the activity;
2. A permission slip signed by the student's parent(s) has been received by the appropriate program administrator or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned automobile;
3. Employee is properly licensed to drive and has on file proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the ESD. A copy of the driver's license and proof of insurance must be submitted to 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, and the adult driver requires their use. 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.<sup>1</sup> 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 is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.
5. At no time will students be allowed to drive their own or an ESD employee's vehicle to perform ESD business.

The ESD will develop procedures to implement this policy.

**END OF POLICY**

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<sup>1</sup>"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.

**Legal Reference(s):**

[ORS 801.455](#)  
[ORS 811.210](#)

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

[ORS 811.215](#)  
[OAR 735-102-0010](#)