

**South Coast Education
Service District**

Code: **EEBB**
Adopted: 3/13/07
Readopted: 10/9/12
Reviewed: 8/2/17
Readopted: 2/13/18
Orig. Code(s): EEBB

Use of Private Vehicles for District Business

Contracted employees whose regular employment requires travel in connection with official ESD business are expected to furnish their own automobiles, unless ESD-owned vehicles are available. If using a privately owned vehicle and on official business, such employees shall be reimbursed on a mileage basis by the ESD Board.

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. The superintendent will review such regulations at least annually.

Employees using private vehicles for ESD business must carry vehicle insurance that meets minimum requirements of Oregon law. A copy of the employee's driver's license and proof of insurance must be submitted to the Human Resources office.

A student will not be allowed to perform ESD business with his/her own vehicle or a staff member's vehicle.

END OF POLICY

Legal Reference(s):

[ORS 30.260 - 30.265](#)
[ORS 334.125\(7\)](#)
[ORS 801.455](#)
[ORS 811.210](#)
[ORS 815.055](#)
[ORS 815.080](#)

[OAR 581-024-0240](#)
[OAR 735-102-0010](#)

Cross Reference(s):

DLC – Expense Reimbursements