

# Lebanon Community Schools

Code: **EEBB**  
Adopted: 6/15/98  
Readopted: 5/6/10  
Orig. Code(s): EEBB

## Use of Private Vehicles for District Business

The Board discourages the use of private vehicles for district business, including the transportation of students. Staff will use district-owned vehicles whenever possible and should schedule activities and transportation far enough in advance to avoid any non-emergency use of private vehicles.

The superintendent will develop regulations for use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance and liability.

No staff member, parent or student will use a private vehicle for district business, including the transportation of students, without having a valid Oregon driver license and auto liability insurance that meets or exceeds minimum requirements as established by the state of Oregon and as set by the district.

Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the Board.

At least two staff members must accompany a single student being transported in a private vehicle. When more than one student is being transported, a single staff member may use his/her private vehicle with approval of the staff member's supervisor or appropriate school principal.

No student will be allowed to perform district business with his/her private vehicle without a completed and signed "Proof of Auto Liability Insurance" form and written permission of the student's parent or guardian.

END OF POLICY

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### Legal Reference(s):

[ORS 30.260 - 30.265](#)  
[ORS 332.107](#)  
[ORS 801.455](#)  
[ORS 811.210](#)

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

[OAR 735-102-0010](#)

### Cross Reference(s):

DLC - Employee Travel/Expense Reimbursements