

# Three Rivers School District

Code: EEBB  
Adopted: 2/13/06  
Orig. Code: EEBB

## Use of Private Vehicles for District Business

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

The superintendent will develop regulations for staff use of private vehicles, which will safeguard the district and its employees and students in matters of safety, insurance, and liability. The Board will review such regulations at least annually.

No staff member will use a private vehicle for district business, including the transportation of students, without ~~permission from the superintendent, or the superintendent's designee~~ approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a ~~personal~~ private vehicle on district business will be reimbursed in an amount established at the IRS approved rate for the current calendar year. Additional operating expenses cannot be claimed.

At least two staff members must accompany a student being transported in a private vehicle.

~~No~~ A student will ~~not~~ be allowed to perform district business with ~~his/her~~ their own automobile vehicle, or a staff member's vehicle, ~~or a district-owned vehicle.~~

END OF POLICY

---

### Legal Reference(s):

[ORS 30.260 to -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 - Expense Reimbursements