

# Gladstone School District 115

Code: EEBB  
Adopted: 6/09/10  
Revised/Readopted: 2/12/20  
Orig. Code: EEBB

## Use of Private Vehicles for District Business

The Board discourages the use of private vehicles for school 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 nonemergency use of private vehicles.

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

No staff member will use a private vehicle for school business, including the transportation of students, without written permission from the superintendent or designee. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a personal vehicle on school district business will be reimbursed in an amount established by the Board.

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

No student will be allowed to perform district business with their own vehicle, a staff member's vehicle or a district-owned vehicle unless specifically authorized by the administration and approved by their parent.

END OF POLICY

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### 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