
The District recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard district employees, and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following will be observed:

1. To use a private vehicle for school purposes, the employee must have the prior authorization of the employee's immediate supervisor.
 - a. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. This permit will state the particular purpose and whether it includes transportation of students;
 - b. For all special trips involving students, including field trips, a separate authorization must be obtained in advance for the specific trip from the employee's immediate supervisor.
2. All persons operating their private vehicles on behalf of the district must carry automobile insurance in amounts specified by the district, currently no less than \$100,000 minimum per occurrence for bodily injury and property damage liability. In all cases, employee's private insurance will serve as primary coverage for any property and liability damages resulting from the operation of the vehicle on school business;
3. The district will assume no responsibility for liability in case of accident unless the employee has the authorization described above;
4. The District specifically forbids any employee to transport students for school purposes without prior authorization by the immediate supervisor; and
5. No student will be sent on school business with an employee's automobile or a district-owned automobile.
6. Whenever practical, at least two staff members should accompany a student being transported in an employee's private vehicle.

Legal References:

ORS 30.260 – 30.265
ORS 332.107
ORS 801.455
ORS 811.210
ORS 815.055
ORS 815.080
ORS 735-102-0010

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