

**Linn Benton Lincoln
Education Service District**

Code: **EEBB**
Adopted: 7/8/98
Revised: 8/14/13

Use of Private Vehicles for District Business

Employees who are expected to use a personal vehicle when traveling for business purposes will be reimbursed in accordance with mileage reimbursement rates established by the Board and/or collective bargaining agreement as applicable.

Employees using private vehicles for ESD business are subject to ESD policies and safety training as long as the vehicle is being used for ESD business.

Employees using private vehicles for ESD business must carry automobile liability insurance in accordance with Oregon Revised Statutes. The employee's personal automobile insurance is the primary carrier in case of accident or damage. The ESD's insurance serves as the secondary carrier for liability purposes only. Failure to demonstrate valid and adequate personal vehicle insurance may result in the withholding of mileage reimbursement payments and/or disciplinary action.

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