

# Clatskanie School District 6J

Code: EEBA-AR  
Revised/Reviewed:

## Use of District Vehicles

- Drivers/Employees must possess the proper Oregon license for operation of the vehicle.
- Passengers shall be limited to district employees and other individuals directly associated with district business; no other persons will be transported in district vehicles.
- Students will not drive district vehicles.
- Drivers/Employees will remove all personal belongings from district vehicles and return the vehicle in a clean condition. The district is not responsible for loss or damage of any personal property.
- Drivers/Employees operating district-owned vehicles shall use seat belts and ensure any passengers use seat belts.
- Personal use of district vehicles is prohibited except where authorized by contract or other agreement.
- Drivers/Employees shall report any moving violations which affects their eligibility to drive to their supervisor within five days.
- Use of vehicles will comply with ethics laws.
- Any accidents involving a district-owned vehicle will be reported to a supervisor immediately.

Any district employee who fails to abide to policy or this administrative regulation is subject to discipline, up to and including dismissal.

### DRIVER/EMPLOYEE INFORMATION

Employee name: \_\_\_\_\_  
Assigned district location: \_\_\_\_\_  
Phone number/Cell number: \_\_\_\_\_  
Reason for use: \_\_\_\_\_

### VEHICLE INFORMATION

License plate: \_\_\_\_\_  
Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_  
Date checked out: \_\_\_\_\_ Date of anticipated return: \_\_\_\_\_

I understand, agree to, and meet the requirements and conditions as listed above.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by (district official): \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

Initial/Date after returned: \_\_\_\_\_