

Culver School District 4J

Code: EEBA
Adopted: 04/18/06

District Vehicles

1. The Superintendent shall require regular safety inspections to be made of all district vehicles. These inspections shall be made and reports completed not less than annually, as provided in district rules, by those personnel responsible for all district vehicles.
2. Any employee using a district vehicle shall be responsible for reporting all operating irregularities to the person responsible for vehicle maintenance and/or to the district Safety Officer. All vehicle safety deficiencies are to be corrected immediately.
3. Personnel responsible for district vehicles will verify by personal observation any employee using a district vehicle is properly licensed and possesses the necessary skills for operating the type of vehicle used. Certain positions may require a chauffeur's or school bus driver's license. The district should provide in-service instruction to all operators of district vehicles.
4. Any employee involved in an accident while using private or district-owned vehicles on district business shall comply with the following procedure:
 - a. Complete the on-the-spot accident report form, which will be supplied to each employee using his or her own or a district vehicle and forwarded to the district Safety Officer within 48 hours following the accident.
 - b. Notify the district Safety Officer as soon as possible after the accident.
 - c. Complete a Department of Motor Vehicles report, Form OD 32, 'Oregon's Traffic Accident and Financial Responsibility Report,' for any accident involving \$200 (or more) damage to any vehicle; or personal injury; or property damage. These forms may be obtained from any police department or Department of Motor Vehicles Office, and must be completed and returned within 72 hours to either police department or Department of Motor Vehicles office. A copy of this State Accident Form shall be forwarded to the district Safety Officer.
 - d. The district Safety Officer shall maintain files on all state Accident forms and on-the-spot accident forms involving district vehicles and district employees using their own vehicles on district business.
 - e. The district Safety Officer shall be sure that a 'School Bus Accident Report,' Form 2250, is completed within 72 hours of a school bus accident and forwarded at once to the Department of Education, student Transportation Services.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\)](#)
[ORS 801.455](#)
[ORS 811.210](#)

[ORS 820.105](#)
[ORS 820.110](#)
[ORS 820.120](#)

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