

Lourdes Public Charter School

Table of Contents

Section E: Support Services

Safety Program .....	<a href="#">EB</a>
Safety Committee .....	<a href="#">EBAC</a>
Safety Committee .....	<a href="#">EBAC-AR</a>
Student Health Services** .....	<a href="#">EBBA</a>
Injury or Illness Reports .....	<a href="#">EBBB</a>
Emergency Plan and First Aid** .....	<a href="#">EBC</a>
Safety Threats** .....	<a href="#">EBCA</a>
Emergency Procedure Drills and Instruction .....	<a href="#">EBCB</a>
Emergency Closures** .....	<a href="#">EBCD</a>
Vandalism, Malicious Mischief or Theft** .....	<a href="#">ECAB</a>
Authorized Use of School Equipment and Materials .....	<a href="#">EDC/KGF</a>
Student Transportation Services .....	<a href="#">EEA</a>
Use of Private Vehicles for Public Charter School Business .....	<a href="#">EEBB</a>
Proof of Vehicle Liability Insurance .....	<a href="#">EEBB-AR</a>

The following symbol is used on some policies:

\*\* As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

# Lourdes Public Charter School

Code: EB  
Adopted:

## Safety Program

Safe buildings, grounds and equipment will be maintained in order to prevent accidents or injury to students, employees and others from fire, natural disasters, mechanical and electrical malfunction and other hazards.

Buildings will be planned, constructed, equipped and maintained in accordance with appropriate local, state and federal safety regulations.

Buildings will be provided with alarm systems, fire extinguishers and other safety devices required by state and federal laws and regulations.

The administrator will develop and implement a safety program which will include, but not be limited to, compliance with and enforcement of all state and federal laws, rules and regulations.

END OF POLICY

---

### Legal Reference(s):

[ORS 338.115\(1\)\(y\)](#)  
[ORS 654.003 to -654.022](#)

[OAR 437-001-0760](#)  
[OAR 437-002-0020 to -0081](#)  
[OAR 437-002-0100](#)

[OAR 437-002-0140](#)  
[OAR 437-002-0144](#)  
[OAR 437-002-0145](#)  
[OAR 437-002-0180 to -0182](#)  
[OAR 437-002-0260 to -0268](#)  
[OAR 437-002-0360](#)

[OAR 437-002-0368](#)  
[OAR 437-002-0377](#)  
[OAR 437-002-0390](#)  
[OAR 437-002-0391](#)  
[OAR 581-022-2030](#)  
[OAR 581-022-2225](#)

Fazzolari v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).

Corrected 12/03/24

# Lourdes Public Charter School

Code: EBAC  
Adopted:

## Safety Committee

A safety committee shall be established to implement the public charter school’s safety program as part of an ongoing effort to help ensure the safety of students, staff and others while on public charter school property.

The administrator will coordinate the public charter school’s safety committee efforts and maintain all necessary records.

The administrator will develop administrative regulations as may be necessary to implement this policy and meet the applicable Oregon Occupational Safety and Health Division requirements.

END OF POLICY

---

### Legal Reference(s):

[ORS 654.176](#)  
[ORS 654.182](#)

[ORS 338.115\(1\)\(y\)](#)

[OAR 437-001-0765](#)

Corrected 12/03/24

# Lourdes Public Charter School

Code: EBAC-AR  
Revised/Reviewed:

## Safety Committee

### Safety Officer

The administrator shall designate a safety officer. The safety officer shall:

1. Establish a safety committee to implement and monitor the safety program.
2. Be responsible for writing and implementing a safety program. (The written program shall include reporting procedures and in-service safety training program).
3. Coordinate all matters relating to safety and shall make, or cause to be made, periodic inspections of the school and manage the status of record keeping, reports and meeting agendas.
4. Maintain liaison with applicable agencies outside the public charter school.
5. Maintain the accident record system; make necessary reports, personally investigate fatal, serious and potentially serious accidents; and check corrective action taken by teachers or other personnel to eliminate causes of accidents.
6. Establish specific goals for the safety program and evaluate goals and accomplishments on a regular basis.

### Safety Committee

A safety committee shall be established at the public charter school site to represent the safety and health concerns of public charter school employees and students.

The safety committee shall be composed of an equal number of employer and employee representatives. The committee will consist of no fewer than two members for public charter schools with 20 or less employees.

A reasonable attempt will be made to ensure that committee members represent major work activities (i.e., teacher, custodian, food-service worker, administrator).

Members of the committee shall serve at least a continuous one-year term. Terms shall be staggered to provide continuity. There shall be a chair mutually agreed on in two-person committees.

The safety committee will:

1. Hold regular meetings at least once a month except months when quarterly workplace safety inspections are made.
2. Provide written agendas for each meeting which shall set the order of business.
3. Make written records of each meeting which the public charter school shall maintain for three years for inspection.
4. Post and send copies of meeting records to committee members.

5. Assist in creating a hazard-free work environment by:
  - a. Recommending to the public charter school how to eliminate hazards in the workplace and promote employees' adherence to safe work practices; and
  - b. Using lines of communications to promote cooperative attitudes among all persons involved in the operations of the workplace.

Duties of the safety committee will include:

1. Establishing procedures for minimum quarterly workplace safety inspections of a safety committee inspection team to locate and identify safety and health hazards. The safety inspection team shall include employer and employee representatives. The team shall document the location and identity of the hazards and make recommendations as to how and when the hazards will be corrected;
2. Establishing procedures for investigating all significant safety-related incidents including injury accidents, illnesses and deaths for the purpose of recommending corrective action necessary to prevent similar events from recurring;
3. Evaluating public charter school policies which may affect safety and health in the workplace and making recommendations for changes to existing policies or adoption of new policies;
4. Evaluating all the accident and illness prevention programs brought to the committee's attention and making recommendations necessary to make the programs more applicable to the workplace;
5. Establishing a system whereby the safety committee can obtain information that would help in creating a hazard-free work environment, directly from all persons involved in the operations of the workplace. The information obtained shall be reviewed at the next safety committee meeting;
6. Establishing procedures for the review of all safety and health inspection reports made by the committee and making necessary recommendations;
7. Establishing procedures for the review of corrective action taken on the committee's recommendations or determining the reasons why no corrective action was taken;
8. Making all reports, evaluations and recommendations of the safety committee a part of the minutes of the safety committee; and
9. Evaluating employee/supervisor training needs.

### **Degree of Authority**

The safety committee is authorized to make written suggestions to the public charter school safety officer, based on its experiences, inspections and input from other employees, students and public charter school patrons, as appropriate.

Corrected 12/03/24

# Lourdes Public Charter School

Code: EBBA

Adopted:

## Student Health Services\*\*

Although the public charter school's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. A health services plan shall be developed, implemented, and updated annually. The plan shall describe a health services program for all students at each facility that is owned or leased where students are present for regular programming.

The public charter school shall maintain a written prevention-oriented health services plan for all students. The health services plan will<sup>1</sup>:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;
2. Refer to available communicable disease prevention and management plan that includes school-level protocols<sup>2</sup>;
3. Outline a school communication plan<sup>3</sup>;
4. Provide information about health screenings, including immunizations and TB certificate requirements;
5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed<sup>4</sup>;
6. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;
7. Describe how hearing, vision and dental screenings are managed and/or verified for required students<sup>5</sup>;
8. Include a process to assess and determine a student's health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more

---

<sup>1</sup> For exact language and complete requirement, see OAR 581-022-2220(1).

<sup>2</sup> For specific protocol content requirements, see OAR 581-022-2220(1)(b).

<sup>3</sup> For requirements of this plan see OAR 581-022-2220(1)(c).

<sup>4</sup> For more information regarding these requirements see ORS 336.201 and 339.869, OARs 581-021-0037, 581-015-2040, 581-015-2045, 851-045-0040 – 0060, and 851-047-0010 – 0030.

<sup>5</sup> For vision screening or eye examination or dental screening information see ORS 336.211 and 336.213.

new medical diagnose(s) impacting a student’s access to education, and implement a student’s individual health plan prior to attending school<sup>6</sup>;

9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids<sup>7</sup>;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law<sup>8</sup>;
11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities<sup>9</sup>.

Any nurse(s) employed by the public charter school and providing services to students on behalf of the school shall be licensed in Oregon to practice as a registered nurse or nurse practitioner or be a licensed practical nurse (LPN) in alignment with LPN supervision requirements of OAR 851-045-0050 – 0060.

A nurse employed by the public charter school shall follow all applicable requirements of ORS Chapter 678 and OAR Chapter 851. This includes, but is not limited to, delegation in accordance with OAR 851-047, which includes performing a nursing assessment of a student prior to delegation, providing adequate supervision during the delegation, and evaluating the skills, ability and willingness of the delegee.<sup>10</sup>

A nurse employed by the public charter school will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.

The public charter school provides a menstrual product dispenser with a variety of products in every student bathroom<sup>11</sup> which meets the requirements of law.

END OF POLICY

---

**Legal Reference(s):**

[ORS 329.025](#)  
[ORS 336.201](#)  
[ORS 336.204](#)  
[ORS 336.211 – 336.214](#)

[ORS 338.115](#)  
[OAR 581-021-0017](#)  
[OAR 581-021-0031](#)  
[OAR 581-021-0587](#)

[OAR 581-021-0590](#)  
[OAR 581-022-2050](#)  
[OAR 581-022-2220](#)  
[OAR 581-022-2515](#)

---

<sup>6</sup> For definitions for this policy see ORS 336.201.

<sup>7</sup> OAR 437-002-0360 lists various health and safety regulations that apply in the employment setting.

<sup>8</sup> Medication laws can be found in ORS 339.866 – 339.874 and OAR 581-021-0037; relevant Board policy includes JHCD/JHCDA - Medications.

<sup>9</sup> For guideline requirements see OAR 581-022-2220(1)(k).

<sup>10</sup> For additional delegation requirements see OAR [851-047-0030](#).

<sup>11</sup> “Student bathroom” means a bathroom that is accessible by students, including a gender-neutral bathroom, a bathroom designated for females, and a bathroom designated for males. (OAR 581-021-0587)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).  
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

Corrected 12/03/24



# Lourdes Public Charter School

Code: EBBB

Adopted:

## Injury or Illness Reports

All injuries or illnesses<sup>1</sup>, sustained by the employee while in the actual performance of the duty of the employee, occurring on public charter school premises, in public charter school vehicles, at a public charter school-sponsored activity or involving staff members who may be elsewhere on public charter school business will be reported immediately to a supervisor. All accidents involving employees, students, visiting publics or school property will be reported to the administrator.

A written report will be submitted within 24 hours to the public charter school's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related<sup>2</sup> illness or injury to an employee resulting in in-patient hospitalization, loss of an eye, amputation or avulsion<sup>3</sup>, the safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours after notification to the public charter school of an illness or injury. Fatalities or catastrophes<sup>4</sup> shall be reported<sup>5</sup> to OSHA within eight hours.

**ALL** injuries or illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public and accidents involving school property, employees, students or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The school safety officer will maintain records on injuries, illnesses, and accidents involving school property, employees, students or visiting publics. These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the school, and monthly and annual analyses of accident data. Such reports will be submitted to the Board annually.

END OF POLICY

---

---

<sup>1</sup> The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

<sup>2</sup> An injury or illness is work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. (OAR 437-001-0700(6))

<sup>3</sup> Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

<sup>4</sup> "Catastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. (OAR 437-001-0015(11))

<sup>5</sup> Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

**Legal Reference(s):**

[ORS 338.115\(1\)\(z\)](#)  
[ORS 339.309](#)

[OAR 437-001-0015](#)

[OAR 437-001-0700](#)  
[OAR 437-001-0704](#)  
[OAR 437-001-0760](#)  
[OAR 437-002-0360](#)

[OAR 437-002-0377](#)  
[OAR 581-022-2225](#)

Corrected 12/03/24

# Lourdes Public Charter School

Code: EBC  
Adopted:

## Emergency Plan and First Aid\*\*

The public charter school will maintain a comprehensive safety program for all employees and students. The administrator will consult with community, law enforcement and county agencies while developing this plan.

The school's emergency plan will meet the standards of the State Board of Education.

Copies of the emergency plan will be available in every school office and other strategic locations throughout the public charter school. Parents or guardians will be informed of the school's plan.

Procedures for handling health emergencies will be established and made known to staff. The public charter school and school vehicles will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

The public charter school shall have, at a minimum, at least one staff member with a current first-aid/CPR/AED card for every 60 students enrolled and who are trained annually on the school and building emergency plans. Emergency planning will include the presence of at least one staff member with a current first-aid/CPR/AED card for every 60 students for school-sponsored activities where students are present.

The public charter school shall provide instruction to staff and students in the emergency plan and safety program.

END OF POLICY

---

### Legal Reference(s):

[ORS 30.800](#)  
[ORS 192.660\(2\)\(k\)](#)  
[ORS 338.115\(1\)\(z\)](#)  
[ORS 433.260](#)  
[ORS 433.441](#)  
[OAR 437-002-0042](#)

[OAR 437-002-0120 - 0139](#)  
[OAR 437-002-0161](#)  
[OAR 437-002-0360](#)  
[OAR 437-002-0377](#)  
[OAR 581-022-2220](#)  
[OAR 581-022-2225](#)

[OAR 581-053-0003\(40\)](#)  
[OAR 581-053-0220\(3\)\(e\)\(B\)\(iii\)](#)  
[OAR 581-053-0320\(5\)\(b\)](#)  
[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).  
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

Corrected 12/03/24

# Lourdes Public Charter School

Code: EBCA

Adopted:

## Safety Threats\*\*

“Safety threat action” means a lockdown, lockout, shelter in place or evacuation that: (a) is initiated by a school in response to a safety threat; and (b) is not a planned drill.

When the public charter school initiates a safety threat action the school shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

The communication shall be provided in a manner which communicates relevant facts and details as may be necessary or useful for parents and guardians to understand any potential threats to student safety, and to assist parents and guardians in helping students understand and mentally process the incident and any resulting trauma.

A communication will also be issued to employees of the school at which the safety threat action occurred and must include the same information as above and any additional information as may be permitted by relevant confidentiality and privacy requirements.

The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

END OF POLICY

---

### Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)

[ORS 338.115](#)

[ORS 339.324](#)

# Lourdes Public Charter School

Code: EBCB

Adopted:

## Emergency Procedure Drills and Instruction

The administrator will conduct emergency procedure drills in accordance with the provisions of Oregon Revised Statutes (ORS) and the applicable Oregon Fire Code.

The public charter school is required to instruct and drill students on school emergency procedures so they can respond to emergencies without confusion and panic. The emergency procedures shall include instruction and drills on fires, earthquakes, and safety threats. Instruction and drills on emergency procedures shall be conducted for at least 30 minutes each school month.

The first emergency evacuation drill shall be conducted within 10 days of the beginning of classes.

### Fire Emergencies

Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

### Earthquake Emergencies

At least two drills on earthquakes shall be conducted each year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the public charter school may include additional response procedures for earthquake emergencies.

### Safety Threats

At least two drills on safety threats shall be conducted each year. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to student safety, and will include explanation of the school’s communication strategy following a safety threat action (See Board policy EBCA - Safety Threats\*\*).

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the school with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

---

### Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)  
[ORS 336.071](#)

[ORS 338.115\(1\)\(y\)](#)  
[ORS 339.324](#)

[ORS 476.030](#)  
[OAR 581-022-2225](#)

[OREGON STATE FIRE MARSHAL](#), OREGON FIRE CODE.

Corrected 12/03/24

# Lourdes Public Charter School

Code: EBCD  
Adopted:

## Emergency Closures\*\*

In case of hazardous or emergency conditions, the administrator may alter public charter school schedules as are appropriate to the particular condition. Such alterations include closure of school, delayed opening of school and early dismissal of students.

The administrator will develop and maintain such plans and procedures as are necessary to carry out alternate school schedules.

At the beginning of each school year students, parents and staff will be informed of the procedures used to notify them in case of an emergency closure.

END OF POLICY

---

### Legal Reference(s):

[ORS 338.115\(1\)\(y\)](#)

[OAR 437-002-0377](#)

[OAR 581-053-0004](#)

[OAR 437-002-0360](#)

[OAR 581-022-2225](#)

[OAR 581-022-2320](#)

Corrected 12/03/24

# Lourdes Public Charter School

Code: ECAB

Adopted:

## Vandalism, Malicious Mischief or Theft\*\*

Students and patrons are urged to cooperate in reporting any incidents of vandalism, malicious mischief or theft and the name or names of the person or persons believed to be responsible.

Each employee will report to the administrator or other person in authority incidents of vandalism, malicious mischief or theft and the name of the person or persons responsible, if known.

The administrator will submit a report of any vandalism, malicious mischief, theft or damage to the school, to the Board and to the lessor of the school within 24 hours of notice of such incidents.

A student who willfully destroys public charter school property through vandalism, malicious mischief, theft or arson, who commits larceny or who creates a hazard to the safety of other people on public charter school property may be disciplined in accordance with state law and the Board's policy on student suspensions and expulsions and referred to law enforcement.

Any staff member who fails to report such an act, or willfully destroys public charter school property through vandalism, malicious mischief, theft or arson, who commits larceny or who creates a hazard to the safety of other people on public charter school property will be disciplined, up to and including dismissal and may be referred to law enforcement.

The public charter school is not liable or responsible for personal property brought onto school property.

END OF POLICY

---

### Legal Reference(s):

[ORS 30.765](#)

[ORS 164.345](#)

[ORS 164.365](#)

[ORS 326.575](#)

[ORS 338.115\(2\)](#)

[ORS 339.270](#)

[ORS 419C.680](#)

Corrected 12/03/24

# Lourdes Public Charter School

Code: EDC/KGF  
Adopted:

## Authorized Use of School Equipment and Materials

Public charter school materials and equipment will be used only for school purposes by public charter school personnel on public charter school properties.

Exceptions to this policy must be approved by the administrator and authorized use shall be consistent with Oregon Revised Statute (ORS) Chapter 244.

END OF POLICY

---

### Legal Reference(s):

[ORS Chapter 244](#)

[ORS 338.115\(2\)](#)

[OAR 584-020-0040](#)

OREGON GOVERNMENT ETHICS COMMISSION, OREGON GOVERNMENT ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2010).

Corrected 12/03/24



# Lourdes Public Charter School

Code: EEA

Adopted:

## Student Transportation Services

Public charter school transportation services will be provided for students to and from public charter school-sponsored field trips that are extensions of classroom learning experiences. Transportation will be provided for students experiencing houselessness to and from the student's school of origin<sup>1</sup> as required by the Every Student Succeeds Act (ESSA). These services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the Board.

Students receiving special education, may be eligible for transportation for health or safety reasons by the sponsoring district.

School buses carrying students will be considered extensions of the school experience. All students using public charter school transportation will abide by the code of conduct posted in each school bus or school activity vehicle. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of self or others, will be reported by the school bus or vehicle driver to the transportation provider. The transportation provider will, as soon as possible, inform the administrator of such occurrence. Violators may be denied use of transportation for a period of time as deemed proper by the administrator and/or transportation provider.

The administrator or designee shall ensure transportation officials and drivers receive notification of students having special medical or behavioral protocols identified in student records.

Appropriate training related to specific protocols, including confidentiality requirements, will be provided to drivers.

The bus or vehicle driver will be responsible for the school bus or vehicle at all times from departure until return. The driver will not participate in any activities that might impair their driving abilities.

END OF POLICY

---

### Legal Reference(s):

[ORS 327.006](#)

[ORS 327.033](#)

[ORS 327.043](#)

[ORS 332.405](#)

[ORS 332.415](#)

[ORS 338.145](#)

[ORS 343.155 to -343.246](#)

[ORS 343.533](#)

[ORS 811.210](#)

[ORS 811.215](#)

[ORS 815.055](#)

[ORS 815.080](#)

[ORS 820.100 to -820.190](#)

[OAR 581-021-0050 to -0075](#)

[OAR 581-022-2345](#)

[OAR 581-023-0040](#)

[OAR 581-053-0002](#)

[OAR 581-053-0003](#)

[OAR 581-053-0004](#)

[OAR 581-053-0010](#)

[OAR 581-053-0031](#)

[OAR 581-053-0040](#)

[OAR 581-053-0060](#)

---

<sup>1</sup> "School of origin" means the school that a student attended when permanently housed or the school in which the student was last enrolled. When the student has completed the final grade served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

[OAR 581-053-0070](#)  
[OAR 581-053-0210](#)

[OAR 581-053-0220](#)  
[OAR 581-053-0230](#)

[OAR 581-053-0240](#)  
[OAR 735-102-0010](#)

Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6315, 7912 (2012).  
McKinney-Vento Homeless Assistance Act of 2001, 42 U.S.C. §§ 11431-11435 (2012).

Corrected 12/03/24

# Lourdes Public Charter School

Code: EEBB

Adopted:

## Use of Private Vehicles for Public Charter School Business

The administrator will develop procedures for staff use of private vehicles that will safeguard the public charter school, its employees and students in matters of safety, insurance and liability.

No staff member will use a private vehicle for public charter school business, including the transportation of students, without approval in accordance with established public charter school procedures.

Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on public charter school 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.

Parents and other designated adults are not permitted to transport public charter school students other than their own on field trips or other charter school activities.

END OF POLICY

---

### Legal Reference(s):

[ORS 30.260 to - 30.265](#)

[ORS 338.115\(2\)](#)

[ORS 801.455](#)

[ORS 811.210](#)

[ORS 815.055](#)

[ORS 815.080](#)

[OAR 735-102-0010](#)

Corrected 12/03/24

# Lourdes Public Charter School

Code: EEBB-AR  
Revised/Reviewed:

## Proof of Vehicle Liability Insurance

Dear \_\_\_\_\_,

School staff may use private vehicles for approved public charter school business. Please be aware that in the event of an accident, your insurance will provide primary coverage. In order to serve as a driver you will be required to provide proof of vehicle liability insurance. Your insurance must meet or exceed minimum requirements as established by the state of Oregon and as set by the school.

Please COMPLETE the following information, providing information requested. SIGN where indicated and RETURN to the school office four working days PRIOR TO THE DATE OF THE EVENT.

Insurance Company Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(not agent's name)

Policy Number: \_\_\_\_\_

Policy Limits: \_\_\_\_\_

Current minimum limits are: \$25,000 per person and \$50,000 per accident for bodily injury; \$20,000 per accident for property damage; \$25,000 per person and \$50,000 per accident for uninsured motorist coverage; and \$15,000 per accident for personal injury protection.

Date of Birth: \_\_\_\_\_ Oregon Driver License No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (as it appears on your driver license): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Return form to administrator or bookkeeper. If you do not have required coverage, you will not be allowed to use a private vehicle for school business. (Insurance companies may increase coverage for specific dates.)