

BARRE UNIFIED UNION SCHOOL DISTRICT

Barre City Elementary & Middle School

Barre Town Middle Elementary School

Spaulding High School

Central Vermont Career Center

July 9, 2019

Use of Personal Vehicle for Student Transportation Procedures

Barre Unified Union School District (BUUSD) staff members may use their personal motor vehicle to transport students when it is the most appropriate, practical transportation mode, such as for local field trips, student work based learning, life skills experiences, or if school vehicles or contracted transportation providers are not available. **Parent or guardian permission form is required along with a completed Employee Driver Checklist Form.**

1. An Employee Driver Checklist Form must be completed and approved by the Principal at each school building before a employee may transport a student. The Employee Driver Checklist Form, with required documentation attached and parent permission form, will be filed in the Principals' office. Forms must be updated annually.
2. BUUSD employees providing student transportation must, at all times, maintain personal automobile insurance (not reimbursable) at limits of at least \$100,000 per occurrence / \$300,000 aggregate. Insurance levels are set at such a level to protect drivers, passengers, and involved vehicles from the financial consequences of an accident.
3. The employee's insurance will be the primary insurer, with the BUUSD insurance as the secondary. The BUUSD insurance coverage will start only after the personal insurance has reached its limit. Employees should also have their own collision and comprehensive insurance coverage in the amount equal to the value of their vehicle.
4. All BUUSD employees will have appropriate background checks.