



DATE: May 9, 2018

TO: Principals, Secretaries

FROM: Steven Ryan, Risk Manager

Roxanne Amundson, Executive Assistant – Chief of Schools

RE: Employees Transporting Students (BOE Policies 3350 & 8350)

This memo is to clarify the process for staff to submit paperwork to transport students. When a staff member has established a need to transport students in their personal vehicle or rental vehicle, there are multiple pieces of data we must collect to comply with board policy. To start, all staff members must fill out the Request to Use Personal or Rental Vehicle to Transport Students and Notice of Compliance with Board Policies 3350 & 8350. This cover sheet indicates which requirements and additional documents need to be current and on file before staff are authorized to transport students. All of these forms are available internally for staff.

Personal Documentation Required:

Proof of Vehicle Insurance that clearly indicates the policy period and following minimum levels of coverage:

- \$50,000 Property
- \$100,000 Bodily Injury/Person
- \$300,000 Bodily Injury/Group of Copy of current Wisconsin Driver's License

District Forms Required:

- Annual Vehicle Inspection indicating the vehicle being used for transportation is safe and meets the general safe equipment standards of the Wisconsin Department of Transportation (WI Stats. 347 and WI Admin Code Trans Ch.305)
- Medical Verification indicating a staff member does not have a physical or mental disability that would prevent them from exercising reasonable control over a motor vehicle with children as passengers. This form must be signed by a physician every three years.

External Forms Required:

- Alternate Vehicle Driver Information Request Form – Wisconsin Department of Public Instruction



- WI DOT Driving Record proving there are no convictions of reckless driving, operating under the influence, or any offense causing harm or injury to person or property in the last two years.

This information must be submitted and approved by appropriate principal or department head. Some documents (i.e. WI Driver's License) are difficult to copy due to their sheen or coating. Please ensure copies of documents are legible before submitting. Once these forms have been approved, they must be sent to the Risk Management Office at the Doyle Administration Building.

It is the employee's responsibility to ensure their documentation is current before transporting students to comply with board policy. Please ensure that staff members understand that any accidents that may occur must be reported to their personal insurance. Employees should notify their insurer that they are transporting students in case there are any policy exclusions that would prevent coverage using the limits required by board policy.

If an employee's insurance premium increases because they have to increase their coverage limits to meet the requirements of board policy or because they are transporting students in their vehicle, the premium cost is still the vehicle owner's responsibility. The only time a premium reimbursement will be considered is when administration directs the person to use their personal vehicle on a regular basis. In these cases, employees should submit a premium comparison to their administrator for reimbursement before transporting students. Reimbursements under these conditions are the responsibility of the administrator directing the employee.

If a staff member has questions about their current eligibility to transport staff, please have them contact Roxanne Amundson in the Chief of Schools office (663-1633) or Steve Ryan in the Risk Management Office (442-2926).