

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

- 1.0 The Board recognizes the need for some school employees to use their own motor vehicles for school purposes either regularly or occasionally. Privately owned vehicles may be used for student transportation when, in the opinion of the building principal and with the written approval of the Superintendent, this is the most practical or only possible method of transportation. To safeguard School Department employees and students in matters of liability, the following policy will be observed.
 - 1.1 Prior to use of a private vehicle for school purposes, the employee must have the written permission of the Superintendent/designee.
 - 1.1.a This permission must be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit will state the particular purpose and whether it includes transportation of students.
 - 1.1.b For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.
 - 1.2 School activities and field trips will be made by bus whenever practicable, but the Superintendent may approve the use of private vehicles in situations in which budget, schedule, or other restrictions make it prohibitive or impractical.
 - 1.3 For student trips made in private vehicles, owners must be at least 21 years of age, properly licensed, and carry a minimum liability insurance of \$300,000 combined single limit for bodily injury and property damage or \$250,000 bodily injury per person/\$500,000 per accident, minimum property damage insurance of \$100,000, and minimal medical coverage of \$5,000.
 - 1.4 The vehicle must display a current inspection sticker.
 - 1.5 Students will not be sent on school errands with private vehicles, an employee's vehicle, or a school-owned vehicle.
 - 1.6 Students will only be allowed to drive or transport other students for school activities with prior consent of the administration and written consent of each student's parent/guardian.
 - 1.7 Employees will not transport students for school purposes without prior authorization by the Superintendent/designee.
 - 1.8 Employees who transport students for personal reasons and/or without administrative approval do so at their own risk.

Adopted: June 18, 2009