

USE OF PRIVATE VEHICLES FOR TRANSPORTING STUDENTS

Alexandria City School Board employees shall not transport students in private vehicles except under the limited circumstances described below.

School Board employees may use private vehicles to transport students to and from school-related events, such as field trips of short duration, when no other form of transportation is available and the event could not occur if the School Board employee did not make private transportation available. Under such circumstances, the employee is required to submit the following field trip request forms and adhere to all requirements included in Regulation IICA-R: Field Trip Procedures:

- Request for Approval of Routine Field Trip or Request for Approval of Special Circumstance Field Trip;
- Parental Authorization and Acknowledgement of Risk for Field Trip;
- Driver and/or Chaperone Information;
- Emergency Contact Information; and
- Field Trip Luggage and Lodging Search Permission Form (if applicable).

The employee is responsible for submitting all forms, including those requiring parent/guardian permission, to the employee's building principal or immediate supervisor prior to departure.

The administrator or his/her designee may transport a student without the above-mentioned documentation when emergency or special circumstances mandate that immediate transportation is in the best interests of the student and/or school.

Except in cases of emergency, any employee driving a private vehicle to transport students must first provide a valid driver's license and proof of insurance, in accordance with Regulation IICA-R. In addition, ACPS reserves the right to request a Division of Motor Vehicles (DMV) Compliance Summary at any time thereafter. Such documentation is available to the driver through the DMV website at no charge.

Adopted: February 8, 2018

Legal Ref.: Code of Virginia, § 22.1-131

Cross Refs.:	EDC	Authorized Use of School-Division Owned Materials
	EEBA	ACPS Owned Vehicles
	EEBA-R	Use of ACPS Vehicles Regulations
	IICA	Field Trips
	IICA-R	Field Trip Procedures