

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

The Board of Directors recognizes the need for some school employees to use their privately-owned 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 RSU No. 5 employees and students in matters of liability, the following policy will be observed.

Employee Safeguards

- A. Prior to use of a private vehicle for school purposes, the employee must have the written permission of the Superintendent/designee.
 - 1. This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose and whether it includes transportation of students.
 - 2. For all special trips involving students, e.g., field trips, a special permit must be obtained in advance for the specific trip.
- B. Field trip and other off-campus school-sponsored activity transportation will be by school bus whenever practicable.

The Superintendent may approve the use of private vehicles in situations in which budget or schedule restrictions make it prohibitive or impractical.

- C. For student trips made in private vehicles, the drivers must be properly licensed and carry a minimum liability insurance of \$100,000/\$300,000; minimum property damage of \$50,000; and minimal medical coverage of \$5,000. Proof of current license and insurance will be required.
- D. A Maine driving record check will be conducted on all prospective drivers. In the interest of safety, a prospective driver may be disqualified based on a review of information contained in the record.
- E. The vehicle must have a current registration and display a current inspection sticker.

The vehicle must have sufficient seat belts for the driver and each of the other persons being transported.
- F. Parents will be informed whenever private vehicles will be used to transport their child(ren) for a field trip or other school purposes.

Student Safeguards

- A. No student will be allowed to transport other students on field trips or out-of-district school-sponsored activities where transportation is provided by the district. This does not include students driving each other to and from school or to and from extra or co-curricular activities within RSU No. 5.
- B. For out-of-district extra or co-curricular activities, parents and students will be required to sign a permission form prior to the beginning of each season for transportation in private vehicles.
- C. No student may be sent on school errands with his/her own vehicle, an employee-owned vehicle, or a school-owned vehicle.

PRIVATELY OWNED VEHICLES

The above provisions apply to the use of private vehicles transporting students to or from school-sponsored events or activities or using a private vehicle for other school purposes.

In the event of an accident, the driver's liability insurance will be the primary coverage.

The school will not be responsible for any accident or injury arising from transportation of students in a private vehicle to or from a school sponsored event or activity. When offered, students are expected to travel by school-provided transportation to all out-of-district events and activities.

DELEGATION OF RESPONSIBILITY

The Superintendent/designee will be responsible for developing administrative procedures, including those for accident reporting, and application, permit, permission and/or other forms, to implement this policy.

Cross Reference: IJOA – School Volunteers

Adopted: April 28, 2010
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