

**3541.44/Use of Privately-Owned Vehicles**

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: 3000  
CATEGORY: Business and Non-Instructional  
Operations  
POLICY CODE: 3541.44/Use of Privately-Owned  
Vehicles

**USE OF PRIVATELY-OWNED VEHICLES**

**Policy Statement**

It is the responsibility of the Trumbull Board of Education to provide safe transportation for all students to or from school, an athletic event, or an extracurricular activity.

School buses are provided as the primary means of transportation; however, the Board recognizes that there are times including special incidental, unplanned, and/or emergency circumstances when a small number of students may need to be transported, and that buses may not be the most cost-effective or environmentally-friendly method of transport. To this end, the Transportation Department has several vans available for use. Students should not be transported in a privately-owned vehicle unless there is no other means of transportation. Students who will be transported in a privately-owned vehicle by a parent, student, or volunteer must have written parental permission and appropriate insurance. (See Appendix C & Appendix D). Prior authorization is required from the Superintendent and/or his/her designee for use of privately-owned vehicles by Trumbull Public School employees except in emergency situations.

Connecticut law requires anyone who transports a school student to or from school, an athletic event, or an extracurricular activity to have the appropriate driver’s license, whether the vehicle used is a school bus, activity van, or passenger car.

Adopted: 12/9/2010

Revised: 1/24/2017

**References**

- Connecticut Public Act 07-224, “An Act Concerning Operator’s Licenses”
- Declaratory Ruling, Nov. 16, 2007, Robert M. Ward, Commissioner, Connecticut Department of Motor Vehicles
- Connecticut General Statutes §§ 14-1, 14-44, 14-212(2), 14-212(9)
- Trumbull Board of Education Policy Code 3541: Transportation
- Trumbull Board of Education Policy Code 5150: Interscholastic Athletics
- Trumbull Board of Education Policy Code 6153: Field Trips

**Regulations**

I. Transportation of Students

The use of privately owned vehicles should be avoided unless all other means of transportation have been exhausted. Buses should be considered as a first choice, then Board of Education Vans and privately owned vehicles as a last resort.

A. Use of Town of Trumbull Vans

1. The Town of Trumbull has vans which can hold up to eight people (driver included). Booking is on a first-come, first-served basis by contacting the Transportation Department. There is no charge for their use.
2. Any employee who wishes to use the available van must have a valid commercial driver's license with an "A" endorsement or a Class D license with an "A" endorsement. The Trumbull Board of Education will cover the expenses incurred for an employee who would like to get an "A" endorsement so that the employee may use these vans.
3. Any employee who wishes to apply for an "A" endorsement should fill out the request form (Appendix A) and have it signed by the building principal. The Superintendent and/or his/her designee will approve all requests. (Please see Appendix B for instructions on how to obtain the class "A" endorsement.)

B. Incidental Use of Privately-Owned Vehicles

There may be occasions where incidental or unplanned circumstances arise that may require the use of private vehicles for school purposes. All such drivers will be required to follow applicable Board of Education policies, regulations and guidelines in transporting students as well as follow state laws governing driving.

1. If a private car is to be used, the driver must have a valid driver's license, car registration and fill out a form acknowledging that the vehicle to be used has the appropriate amount of insurance coverage. (Appendix C)
2. Minors eligible to drive or students over the age of eighteen who will be driving a vehicle owned by a parent/guardian must have a permission form co-signed by their Parent/Guardian. They must be eligible to carry passengers based upon current motor vehicle law. (Appendix C)
3. Students who will be transported must complete a Parent/Guardian permission slip. (Appendix D)
4. Teachers, coaches or other paid employees providing transportation using a privately-owned vehicle for a planned trip or on a regular basis are required to hold an operators license endorsement, and must have prior authorization from the Superintendent and/or his or her designee.

II. Emergency Use of Private Vehicles

- A. The Board of Education recognizes that, in special incidental, unplanned, and/or emergency circumstances, District employees may need to use private vehicles for school purposes. In particular, the Building Principal or designee may authorize transportation in private vehicles to transport a student or students to a hospital or other medical facility, in the event of a medical emergency.
1. The use of emergency medical care with ambulance transportation should be used first in the case of a medical emergency.
  2. Prior authorization may not be necessary in the event of an emergency. The District assumes no liability unless the employee has prior authorization for such transportation.
  3. The incidental, unplanned, and/or emergency operation of a motor vehicle by a school employee to transport students does not require the operator to hold an operator's license endorsement.
- B. Parents, volunteers, and/or other students may transport students in a private vehicle without proper documentation in an emergency.

III. Department of Motor Vehicles Ruling

The Department of Motor Vehicles (DMV) issued a Declaratory Ruling on November 16, 2007. The Department's ruling clarifies the existing understanding in the following areas:

- Parents or volunteers transporting students in their own vehicle do not need a license endorsement.
  - Teachers, coaches, or other paid employees providing incidental, unplanned, or emergency transportation do not need a license endorsement.
1. A motor vehicle operator's license endorsement is not required to be held by a parent or other volunteer who transports one or more students in connection with a school-sponsored event or activity, because, under these circumstances, the vehicle does not meet the statutory definition of an "activity vehicle."
  2. The incidental, unplanned, and/or emergency operation of a motor vehicle by a paid teacher, coach or other school employee or agent to transport a student does not require the operator to hold an operator's license endorsement because, under these circumstances, the vehicle does not meet the statutory definition of an "activity vehicle."
  3. Notwithstanding the above-stated exclusions, which follow from the current, statutory definitions of "activity vehicle," "student transportation vehicle," and "carrier," an operator's license bearing one or more endorsements must be held by any person who does not fall under the definition of "carrier" but who transports students in a service bus.
  4. The Commissioner declines to issue a declaratory ruling, at this time, concerning the additional question raised by the petition, of whether a motor vehicle being used by a

#### **3541.44/Use of Privately-Owned Vehicles**

paid teacher, coach, or other employee of a local or regional school district, or educational institution that provides elementary or secondary education, for the purpose of transporting students in connection with a school-sponsored event or activity, is an “activity vehicle,” within the meaning of the statutory definition.

5. The decision not to rule on this question (#4 above) is made due to the absence of statutory provisions, regulations, or other legal authorities that provide sufficient guidance to make a determination of the question, as well as the absence, at this time, of an actual case or controversy involving the application, or the threatened application of any provision of the general statutes or regulation administered by the Department of Motor Vehicles. In this circumstance, the Commissioner deems that it is prudent to await a possible, future determination of the issue by the legislature or the courts, as the case may be.

Request to Obtain a Class "A" License Endorsement

Date of Request: \_\_\_\_\_

Employee Name: \_\_\_\_\_

School: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

Building Principal Signature: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent and/or designee

\_\_\_\_\_  
Date

Obtaining a Class “A” Endorsement

Please note that, whenever a student transportation vehicle is used (such as our vans) to transport students in connection with school-sponsored events and activities (not used to transport students to and from school), an “A” endorsement is required.

Obtaining this endorsement on your license is a relatively simple process. You will need to submit the following:

- A completed [Application for Public Passenger Endorsement](#).
- A completed [Medical Examiner’s Certificate \(for Commercial Driver Medical Certification\)](#) (signed by your physician).
- Two completed fingerprint forms (state and federal). Take the fingerprint cards to any local police department for fingerprinting. There is a \$10.00 charge for this service. Please note, fingerprint records presently on file with the BOE are not acceptable.
- A personal check, bank check, or money order made payable to “DMV” for \$12.00.

Packets containing all forms and information can be obtained from the Transportation Department. To apply, take the completed application and fingerprint forms to a DMV center. When your application is approved, you will be mailed an approval letter. You can then take the approval letter to the DMV to obtain your endorsement. The approval process takes approximately 5 weeks.

For the most current information on Public Passenger Endorsements, please see [the Connecticut Department of Motor Vehicles website](#).

**Trumbull Public Schools  
STUDENT/TEACHER/PARENT DRIVER FORMS  
Use of a Privately-Owned Vehicle**

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ SCHOOL \_\_\_\_\_

I am aware that I must have liability insurance coverage of \$100,000/\$300,000 in order to be eligible to drive school children on field trips and that, in the event of an accident, my liability insurance becomes primary – the town insurance will meet coverage where my insurance coverage terminates. Furthermore, I agree to comply with all laws relating to driving, including requiring the use of seatbelts in my car. If I am a student, I will not take other students in my car unless it is allowed under the current law.

Student/Teacher/Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Age: \_\_\_\_\_ Student's DOB: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

*Signature of Parent/Guardian required if student driver is under 18,  
or is over 18 but is not the owner of the vehicle being used.*

Insurance Carrier: \_\_\_\_\_ Date of Trip(s) \_\_\_\_\_

Policy Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**Trumbull Public Schools  
STUDENT/TEACHER/PARENT DRIVER FORMS  
Use of a Privately-Owned Vehicle**

Student's Name: \_\_\_\_\_ Student's Homeroom: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Student #: \_\_\_\_\_

School Activity: \_\_\_\_\_

Place of Transport: From: \_\_\_\_\_

To: \_\_\_\_\_

I understand that this is a school-sponsored activity and that there is no bus or van transportation available; therefore, the use of private cars is necessary. Primary liability will be the responsibility of the driver of the vehicle; the town insurance will meet coverage where that insurance coverage terminates.

I hereby give permission for my son/daughter \_\_\_\_\_ to be transported by private cars.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_