Generally, it is the policy of the district that transportation of students for school purposes shall be by school buses or other vehicles owned, operated or contracted by the district and driven by a school bus driver. However, the district recognizes there may be some circumstances where it is appropriate or necessary to transport students in personal vehicles for school purposes. As used in this policy, "school purposes" includes field trips, co-curricular or extracurricular activities and transportation between schools within or without the district. It is within the discretion of the superintendent or designee to determine when this is appropriate.

District employees or volunteers transporting students for school purposes in personal vehicles must have the permission of the superintendent or designee and meet all applicable requirements set by the district. As used in this policy, "volunteers" are those persons who regularly volunteer for the school district and, if applicable, have received the requisite criminal background check in accordance with Idaho Code §33-130. Personal vehicles will be used only when:

1. The vehicle is in good condition and meets all applicable safety requirements;

2. The driver is a school district employee or approved volunteer on school district business, is over the age of 21 and possesses a valid driver's license;

3. Proof of insurance has been supplied to the superintendent or designee, and the insurance satisfies the minimum coverage requirements for driving personal vehicles in Idaho;

4. An appropriate child safety restraint (as recommended by the Idaho Transportation Department) is used for all children who are under the age of six (6);

5. The driver has filled out the Staff and Volunteers Personal Vehicle Transportation Form (the form may be kept on file in the school office for future trips, provided that all information remains the same); and

6. The parents of the students to be transported have given written permission to the superintendent or designee.

SAFETY GUIDELINES

District employees or volunteers are prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion. Drivers must be safely parked before using phone or mobile computer equipment. A mobile communication device is defined as "a text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication."

Smoking is expressly prohibited while transporting students for school purposes. Similarly, drivers are prohibited from operating vehicles when his/her ability to do so is impaired or influenced by alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue or injury.

Passenger vans designed to carry more than ten (10) persons shall not be used to transport students.

No student shall be sent on school related errands in a vehicle owned by the student or an employee without written parental permission and proof of insurance. No employee may ask for or give permission to students to transport other students to and from any school or school-related activity.

INSURANCE

District employees or volunteers using private vehicles are responsible for carrying their own insurance in the minimum amounts required by Idaho law (bodily injury liability coverage $25,000 per person and $50,000 per accident; property damage liability coverage $15,000 per accident; and uninsured motorist coverage $25,000 per person and $50,000 per accident). The district carries excess auto insurance coverage for damages above the limits of the driver's coverage when the driver meets all the above requirements.

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LEGAL REFERENCE:
　　Idaho Code §33-130 (Criminal Background Checks)
　　Idaho Code §33-512 (Governance of Schools)
　　Idaho Code §33-1507 (Liability Insurance Related to Transportation)

ADOPTED:　January 11, 2021

AMENDED: