

## **General Personnel**

### **Administrative Procedure – Transportation of Students by Staff**

Transportation of students by staff in privately owned vehicles is not allowed, with the exception of staff members who have been authorized to obtain appropriate insurance coverage. This is for employee protection. In extreme emergencies, call the SEDOL Superintendent or designee to obtain assistance and guidance.

#### Emergency Transportation of Students in SEDOL Vehicle

Notify supervisor that a student needs transportation, including reason and what has been attempted to meet the need. Final authorization will be provided by the Superintendent or the designee.

#### Routine Transportation in SEDOL Vehicle

Follow established SEDOL and building/department procedures.

Complete Illinois Secretary of State School Bus Application/Certification program, if required.

Date: September 2014