

Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

**Administrative Procedures for Policy #5550 (Business)**  
**Regarding Insuring Employees and Volunteers While Transporting Students in Private Vehicles**

- I. These procedures apply to personally owned vehicles driven by employees and volunteers on behalf of Calvert County Public Schools (CCPS).
- II. The following requirements have been established to encourage safe operation of vehicles and to clarify insurance issues relating to drivers and CCPS. When operating a personal vehicle for CCPS while transporting students:
  - A. All drivers must have a valid driver's license and vehicle registration, a copy of which must be provided to their direct supervisor prior to using their personal vehicle for school work or activities.
  - B. Evidence of current insurance coverage is to be provided to the direct supervisor in advance of the trip (a copy of the driver's insurance policy declaration page or a Certificate of Insurance.)
  - C. For any students being transported by a CCPS employee or volunteer, the parent/guardian must provide written permission to the appropriate principal's office.
  - D. The principal/supervisor must provide permission for the employee or volunteer to transport students for school business.
  - E. The driver's or volunteer's Personal Auto Liability insurance is the primary insurer. CCPS insurance is in excess of that coverage.
- III. A second adult must be present in the vehicle when a staff member must transport a student. The driver must carry, at a minimum, the insurance limits per the State of Maryland.
  - A. CCPS is not responsible for any physical damage to the vehicle. The driver must carry collision and comprehensive coverage. The employee's insurance is considered the primary insurance.