

PROCEDURE - PRIVATE VEHICLE TRANSPORTATION

6625P

Whenever students are transported by a staff member via private vehicle, , the following requirements are necessary:

1. The principal/designee will document verbal or written parent/guardian consent for the staff member to transport the student in a private vehicle.
2. The driver will assume responsibility for determining if the automobile to be used is in good working order and that the driver is properly licensed.
3. The driver of the vehicle must show evidence of liability coverage on the vehicle to be used and acknowledge that they will assume full responsibility for any comprehensive or collision claims. The district will not be obligated to pursue action against another party who may through negligence do damage to either persons or vehicles enroute to school events.
4. The principal and driver will assume responsibility for ensuring that a student is not transported alone in a private vehicle with a staff member. If one student is to be transported, a second staff member or adult approved by the principal/designee will accompany the driver.

The following procedures will apply when “in lieu” transportation is used:

1. Requests for “in lieu” transportation will be directed to the transportation department. If determined necessary, the Director of Transportation or designee will approve and sign the transportation agreement.
2. The department facilitating the request will meet with the parent/caregiver to review and sign the agreement. The Assistant Superintendent of Operations will be the final approver of requests.
3. Claim forms will be submitted to Financial Services for reimbursement/payment.

Implemented:
Updated

May 5, 1986
June 17, 2025

North Thurston School District