

Private Vehicle Transportation

Even though Wishram School District strives to provide all transportation for its students, an occasion may arise that necessitates transportation of a student in a private vehicle.

Transportation priorities shall be made pursuant to recommendations of risk management as follows:

- 1) School bus with a school bus driver;
- 2) School bus driver in a district vehicle;
- 3) Authorized school employee in a district vehicle
- 4) School bus driver in a private vehicle;
- 5) Authorized school employee in a private vehicle.

In the event it becomes necessary to transport student(s) in a private vehicle, prior authorization is required and a school employee must meet certain requirements:

- 1) Prior to student transport, the staff member will acknowledge that he/she agrees to assume full responsibility for any liability or property damage, comprehensive or collision, made by or against the driver/owner of the vehicle.
- 2) The staff member will obtain a current driver abstract.
- 3) A copy of the employee's driver's license and proof of insurance in amount not less than \$100,000/\$300,000 will be placed on file in the school office.

Private Vehicle Student Transportation Procedures

1. Staff must fill out transportation form and have administrator's signature.
2. Staff must assume full responsibility for any liability or property damage, comprehensive or collision, made by or against the driver/owner of the vehicle.
3. There must be a seat belt for all passengers in the vehicle. Seatbelts must be on each passenger while vehicle is moving.
4. Vehicle must meet all safety standards for conditions of the road and passenger safety. (snow, ice). District administrators will determine this.
(Transportation Supervisor, Principal)
5. Mileage reimbursement to be determined before trip approval.
6. District vehicles, when available, must be used.
7. Staff must have on file proof of vehicle insurance and license. Must meet the minimum standard of liability insurance for the district.
8. Trips may be cancelled by the district for any reason of concern for the safety of the students