

POLICY STATEMENT:

Students should be transported in school owned or chartered vehicles. Using private vehicles to transport students to and from school-related activities should be avoided. And no student of either sex should be permitted to ride to and from a school function alone with a staff member. There may be rare exceptions to this policy but the circumstances must be determined to be necessary and desirable to the welfare or safety of the student.

SCHOOL OWNED OR CHARTERED VEHICLES:

In most instances students should be transported in school owned or chartered vehicles. Buses shall be bonded and insured transportation carriers. In certain situations, when transporting small numbers of students, vans can be used if they meet the requirements of the Transportation Code. Regardless, the operator of the vehicle must be appropriately licensed. Specific questions should be directed to the transportation department.

PRIVATELY OWNED OR RENTED VEHICLES:

If a privately owned or rented vehicle is used for school-sponsored activities, trips, excursions, or tours, the vehicle must be insured, and the operator of the vehicle must be appropriately licensed and insured. The owner and/or driver of a privately-owned vehicle or the person who leases a vehicle assumes all liability and will ensure that the number of passengers does not exceed the designated capacity of the vehicle and that each passenger is secured by a safety belt, as required by law.

Ridesharing services are not a permitted form of transportation for students under any circumstances.

Rented trucks can be used to transport instruments when bands/orchestras and other groups are traveling.

SCHOOL SPONSORED ACTIVITIES:

Students who participate in school-sponsored activities, trips, excursions, or tours shall be required to ride in transportation provided by the school to and from the event. Exceptions may be made only if the student presents a written request signed by the parent or guardian to the principal the day before the scheduled event. The request shall state that the student be allowed to ride with a person designated by the parent or guardian or that the student be allowed to furnish and drive the student's own transportation. The District shall not be liable or responsible for any action, injuries, or damages that occur to students riding in vehicles that are not provided by the school.

STUDENTS RIDING ALONE WITH STAFF MEMBERS:

Unless the staff member is a parent or guardian of the student, no student of either sex shall be permitted to ride to and from a school function alone with a staff member though some flexibility for emergencies and other circumstances should be taken into account.

EMERGENCY SITUATIONS

When an incident occurs that requires an ill or injured student or employees to be transported to medical care in an emergency vehicle, there may be an occasion when waiting for an emergency vehicle is not possible or timely, creating a greater liability than if the ill or injured person were transported by to a medical facility by privately owned vehicle. If this occurs, the driver of the vehicle shall write a statement explaining the circumstance of why the ill or injured person was transported in a privately owned vehicle instead of an emergency vehicle then forward the written statement to Human Resources.

Parent-Provided Transportation Form

I _____, the
parent/guardian of _____, a student enrolled in Texas
Leadership Charter Academy, hereby assume responsibility or grant permission for _____

_____ (name of vehicle owner/operator and relationship to student) to transport the student named above from _____ (departure location) to _____ (destination location) and back to _____ (departure location).

Date of trip: _____

Time of trip: _____ a.m./p.m. to _____ a.m./p.m.

Each student and his/her parent/guardian agrees to assume all risk of and responsibility for personal injury or death to, or damage to or loss of property of, the student arising from, based upon, or relating to student's participation in the field trip. Each student and his/her parent/guardian understands and agrees that, in the event of any injury to the student, the District will not be held responsible for any decision relating to medical treatment for the student or for such treatment itself.

I hereby waive, release, and discharge the Texas Leadership Charter Academy, its Board members, officers, and employees from any claim, demand, or cause of action arising out of the transportation herein provided and agree to indemnify and save harmless the Texas Leadership Charter Academy and its employees from all claims for loss, damage, or injury sustained by the student named above or by me.

Signature of parent/guardian: _____ Date: _____

Student's signature: _____ Date: _____
(if 18 years of age or over)

Personal Transportation Form

I, _____ will be transporting students from _____ (campus) to _____ and back to _____ (campus) for a field trip. This trip will take place on _____ (date) at _____ a.m. / p.m.

I have read the Board Policy Student Activities: Travel provisions that state, “If a privately owned or rented vehicle is used for school-sponsored activities, trips, excursions, or tours, the vehicle must be insured, and the operator of the vehicle must be appropriately licensed and insured. The owner and/or driver of a privately-owned vehicle or the person who leases a vehicle assumes all liability and will ensure that the number of passengers does not exceed the designated capacity of the vehicle and that each passenger is secured by a safety belt, as required by law.” (Attach proof of insurance)

I _____, fully understand the policy as it relates to the trip mentioned above and will assume all responsibility related to this form of transportation.

Signature: _____ Date: _____

Witness: _____ Date: _____