EASTCONN
Where Learning Comes to Life

PERSONNEL
Series 4000
Policy #4034.1.1

Use of Private Automobiles on School Trips (by EASTCONN Employees)

EASTCONN strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. EASTCONN Also recognizes that on limited occasions, it may be more cost effective and/or responsive for school employees to transport small numbers of students in private automobiles.

EASTCONN employees may use their cars, when properly insured, to transport students for small field trips when no other form of transportation is available.

Private automobiles may be used for EASTCONN programs to transport students under the following circumstances:

It is expressly forbidden for any student to drive a vehicle on an EASTCONN sponsored trip

1. The employee applies in writing and receives the advanced written permission of the Executive Director or his/her designee;

2. The employee possesses an automobile insurance policy with liability coverage of at least $300,000 and provides a copy of such policy to the Executive Director of his/her designee at the time he/she applies in writing;

3. In accordance with Connecticut laws, the employee possesses a valid Connecticut driver's license, commercial or class D, with the appropriate endorsements and provides a copy of such license to the Executive Director or his/her designee at the time he/she applies in writing; when driving an EASTCONN vehicle or private vehicle which is not the result of an incidental, unplanned or emergency situation;

4. The employee agrees to maintain his/her privately owned vehicle in a safe operating condition;

5. The employee agrees to follow all federal and state laws and regulations regarding the operation of motor vehicles;

6. The employee agrees to follow all EASTCONN rules for motor vehicle safety, including use of seatbelts and codes of conduct;

7. The employee agrees to defend, indemnify, and hold harmless EASTCONN and their agents, servants or employees from any and all claims, suits or demands by anyone arising from said participant's use of their personal auto for EASTCONN business.

8. No more passengers, including the driver, may be transported in the private vehicle than the vehicle was designed to carry and the number of seat belts provided

9. Parent authorization forms must include notification that staff member will be driving other than a school vehicle.

10. If only one student is involved, a second responsible adult must be present on the trip, except in emergencies or with the permission of the School Principal and Parents.

(cf. 4034.2.1 – Use of EASTCONN Vehicles or Privately Owned Vehicles)

Legal Reference: Connecticut General Statutes

14-1 (i) Motor Vehicles: definitions

14-212 *) Definitions – "Student transportation vehicle." (as amended by PA 10- 110)

14-212 (2) Definitions – "Carrier" (as amended by PA 10-110)

PA 07-224 An Act Concerning Operator's Licenses Bearing a School Bus Endorsement

Declaratory Ruling, Nov. 16, 2007 – Robert M. Ward, Commissioner, DMV

Adopted: November 23, 2021
Revised:
Replaces: 3541.44