EASTCONN
Where Learning Comes to Life

PERSONNEL
Series 4000
Policy #4034.2.1

Personnel – Certified/Non-Certified

Use of EASTCONN Vehicles or Privately Owned Vehicles

Employees should use contracted transportation for all school sponsored events and activities to transport students. In the event of an emergency, an employee should call 911 or police services. The use of privately owned vehicles for EASTCONN business shall be kept to a minimum, and such vehicles should only be used when absolutely necessary. In the event that contracted transportation is unavailable, an employee may only use an EASTCONN vehicle or a privately owned vehicle (when an EASTCONN vehicle is unavailable) if the following requirements are satisfied:

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.

Employees who do not satisfy the above requirements are prohibited from transporting students to and/or from school sponsored events and activities in EASTCONN Vehicles or privately owned vehicles.

(cf. 4034.1.1 – Use of Private Automobiles on School Trips (by EASTCONN Employees)

Legal Reference: Connecticut General Statutes

14-1(i) Motor vehicles: definitions

14-212 (8) Definitions – "Student transportation vehicle"

14-212 (2) Definitions – "Carrier"

114-261b Drug and alcohol testing of drivers of certain vehicles, mechanics and forklift operators

14-276 to 14-279 re: school bus operators et.al

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

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

2717 Alcohol and controlled substances testing (omnibus Transportation Employee Testing Act of 1991)

Adopted: November 23, 2021
Revised:
Replaces: 4133.1