

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

In the interest of student safety and to the extent practicable, school buses will be used to transport students to and from school and school-sponsored activities. The Board recognizes that it may not always be possible or practicable to provide bus transportation. Privately owned vehicles may be used for student transportation when, in the opinion of the building principal and with the written approval of the Superintendent, this is the most practical or only possible method of transportation. To safeguard the district employees, volunteer drivers, and students and to reduce the district's exposure to liability:

- A. Prior to use of a private vehicle for school purposes, the employee must have the written permission of the Superintendent/designee.
 - 1. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit will state the particular purpose and whether it includes transportation of students.
 - 2. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- B. No student may be sent on school errands with his/her vehicle, an employee's vehicle, or a school-owned vehicle.
- C. School activities and field trips will be made by bus whenever practicable.
- D. The Superintendent or designee may approve the use of private vehicles in situations in which budget or schedule restrictions make it prohibitive or impractical.
- E. For field trips made in private vehicles, the driver must be age 21 or older, have a valid license, and carry a minimum liability insurance of \$100,000/\$300,000, minimum property damage insurance of \$50,000, and minimal medical coverage of \$5,000.
- F. No employee may transport students for school purposes without prior authorization by the Superintendent/designee.

- G. Students participating in school-sponsored activities held outside of the District are expected to travel to and from the event in District-provided transportation. Parents may transport their own child from the event but may not transport other students without written parent or guardian permission. Exceptions may be granted on a case-by-case basis by the principal or his/her designee.

- H. No student will be allowed to drive or transport other students on field trips or to or from athletic events or other school activities outside of the district without written parental permission each time.

Adopted: September 12, 2012

Revised: _____