

USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS

Certain school employees use their own cars for school purpose regularly or occasionally. To safeguard the district in matters of liability, particularly as this relates to a staff member transporting a student or students, the following policy shall be observed:

1. To use a private vehicle for school purposes, the staff member must have the written permission of the superintendent or his/her designee.
 - a. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose and whether it includes transportation of students.
 - b. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.
2. Persons so authorized to use their cars for school business purposes shall be required to show proof of liability coverage.
3. The district shall assume no responsibility for liability in case of an accident unless the staff member has the authorization described above.
4. The board specifically forbids any staff member to transport students for school purposes without prior authorization.
5. No students shall be sent on school errands with their cars.

Current practice codified 1975

Adopted: date of manual adoption

Department of Public Schools, Augusta, Maine