

# USE OF DISTRICT-OWNED VEHICLES TO TRANSPORT STUDENTS

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Due to the number of school activities, the Board of Education recognizes that it may be necessary for school employees or approved non-employees to transport students to and/or from an activity in a district-owned vehicle transporting nine or fewer passengers. Prior to such transportation, the operator must satisfy all rules and regulations established by the District Administrator. District-owned vehicles may be used to transport students only if all state law requirements are met, including requirements outlined in 2021 Act 76 related to elder-abuse-related restrictions.

District-owned vehicles are those owned and titled to the School District of Mineral Point. These vehicles are subject to a regular schedule of maintenance and a safety check by designated contractors no less than twice each year or once every twelve (12) thousand miles. These vehicles must be operated according to the manufacturer's recommended procedures, and seat belts provided must be worn at all times. The vehicle operator is responsible for ensuring that all occupants are properly belted before the vehicle is operated. The vehicle shall not be operated with more than the recommended maximum number of passengers.

The district permits both employees and approved non-employees to operate a district-owned vehicle transporting students, provided they meet all outlined requirements. Operator requirements are as follows:

## **REQUIREMENTS FOR ALL DRIVERS** (Employees or Approved Non-Employees):

- Be at least 18 years of age.
- Hold a valid Wisconsin driver license.
- Have no convictions for offenses resulting in disqualification of a regular license under Wisconsin law.

## **ADDITIONAL REQUIREMENTS FOR NON-EMPLOYEES:**

- Be formally approved by the District Administrator or designee.
- Successfully complete any background and driving-record checks required by the district.
- Provide proof of personal auto insurance meeting district-established minimum coverage requirements.

## **Legal References:**

### **Wisconsin Statutes**

<a href="#">Section 110.075</a>	[motor vehicle inspection]
<a href="#">Section 121.52</a>	[vehicle, operator and driver requirements]
<a href="#">Section 121.53</a>	[school bus insurance]
<a href="#">Section 121.54</a>	[transportation by school districts]
<a href="#">Section 121.55</a>	[methods of providing transportation]
<a href="#">Section 121.555</a>	[alternative methods of providing transportation]

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[Section 346.89](#) [inattentive driving; includes prohibitions related to the use of electronic devices while driving]  
[Chapter 347](#) [equipment of vehicles]

## **Wisconsin Administrative Code**

[Trans 305](#) [standards for vehicle equipment]

## **Cross References:**

752-Rule, Operator Requirements to Drive a District Owned  
Vehicle to Transport Students

**Adoption Date:** April 1986

**Revised:** October 2002

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