



STUDENT TRANSPORTATION, USE OF PRIVATELY-OWNED VEHICLES

The Board recognizes the need for the use of privately-owned vehicles for school events from time to time. To safeguard the district, employees, and students in matters of liability, particularly as this relates to an individual transporting a student or students, the following shall be observed:

1. To use a private vehicle for school purposes, the individual must have the written permission of the superintendent or his or her designee.
2. 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.
3. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.
4. Written permission for vehicle use must be obtained at least 24 hours before the intended use.
5. The operator shall not have been convicted of reckless driving, operating a motor vehicle while under the influence of an intoxicant or a controlled substance or any other offenses which resulted in a mandatory revocation of the individual's operator license within the last two (2) years.
6. The operator shall possess no physical or mental disability which would impair the safe operation of the vehicle.
7. The operator shall possess insurance for the vehicle to be used, including liability insurance and collision insurance. Proof of insurance may be requested prior to approval.

Administration Regulation

Adopted: April 1986

Revised: October 1991

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