

TRANSPORTATION OF STUDENTS BY STAFF IN PRIVATE VEHICLES

All school activity and field trips will be made by bus or other district vehicle except in the following circumstances:

1. The staff member must have written permission of the Superintendent or designee.
2. Persons authorized to use their cars for school business purposes shall carry and provide the District proof of a valid driver's license and motor vehicle insurance for the vehicle they intend to use. The Superintendent (or Board President when the requesting employee is the Superintendent) shall examine the employee's insurance policy and determine that it contains sufficient coverage prior to authorizing private vehicle use for student transportation purposes.
3. Only the staff member having written authorization shall drive.
4. Any vehicle used must be in proper working order, properly equipped with seat belts, and, if children younger than seven years of age are to be transported, approved child restraint systems will be used as required by law. The Superintendent or designee should inspect the vehicle before authorizing its use.
5. The employee shall sign a statement attesting that the vehicle will not contain prohibited substances under district policy or weapons, as defined by district policy, when used to transport students.
6. The District shall contact its insurance carrier to determine if additional coverage is necessary and shall obtain it, if so.

The Board will carry drivers-for-hire and/or non-owned vehicle liability insurance policy to protect administrators and others who are authorized, in accordance with the criteria above, to transport students in their personal automobiles in an emergency.

Consequences for Policy Violations

The Board specifically forbids any staff member from transporting students for curricular or extracurricular purposes without prior authorization as described above or in a manner inconsistent with the criteria listed above. Staff who violate any of these requirements shall be subject to disciplinary consequences.

Scope of District Responsibility

The District shall assume no responsibility for liability in case of an accident unless the staff member has the authorization described above. It is expressly understood that the employee's personal insurance will be considered the primary insurance, and that the district's liability rider, if applicable, will be effective after the limit of the individual's liability insurance coverage is reached.