

Policy: EEBB

USE OF PRIVATE VEHICLES ON DISTRICT BUSINESS

The Board recognizes the need for some school employees to use their own motor vehicles for District purposes either regularly or occasionally. 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 and students in matters of liability, the following policy will be observed.

- A. Prior to use of a private vehicle for District purposes, the employee must have the written permission of the Superintendent or his or her designee.
 - 1. This permission may be in the form of a standing permit for employees who use their own cars regularly for District 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 District errands with his or her vehicle, an employee's vehicle, or a District-owned vehicle.
- C. District activities and field trips will be made by bus whenever practicable.
- D. The Superintendent may approve the use of private vehicles in situations in which budget or schedule restrictions make it prohibitive or impractical to use alternatives.
- E. For student trips made in private vehicles, owners must be properly licensed and show proof of a minimum liability insurance of \$100,000/\$300,000, minimum property damage insurance of \$50,000, and minimal medical coverage of \$5,000.
- F. The vehicle must be registered and display a current inspection sticker.
- G. No employee may transport students for District purposes without prior authorization by the Superintendent or his or her designee.
- H. No student will be allowed to drive or transport other students on field trips.

Adopted: August 20, 2004