

## USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS

The Board recognizes the need for some school employees to use their privately owned motor vehicles for school 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 RSU #2 employees and students in matters of liability, the following policy will be observed:

- A. Prior to use of a private vehicle for school purposes, the employee must have the written permission of the Superintendent/designee.

This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose and indicate whether it includes transportation of students.

For all special trips involving students, e.g., field trips, a special permit must be obtained in advance for the specific trip.

- B. No student may be sent on school errands with his/her own vehicle, an employee-owned vehicle, or a school-owned vehicle.
- C. Field trip and other off-campus school-sponsored activity transportation will be by school bus whenever practicable.

The Superintendent may approve the use of private vehicles in situations in which the small number of students or budget or schedule restrictions make bus use prohibitive or impractical.

- D. For student trips made in private vehicles, the owner must be properly licensed and carry a minimum liability insurance of \$100,000/\$300,000; minimum property damage of \$50,000; and minimum medical coverage of \$5,000. Copies of current license and insurance will be required. A copy of the owner's declaration page from the policy needs to accompany this form.
- E. A Maine driving record check will be conducted on all prospective drivers. In the interest of safety, a prospective driver may be disqualified based on a review of information contained in the record.
- F. The vehicle must have a current registration and display a current inspection sticker.  
  
The vehicle must have sufficient seat belts for the driver and each of the other persons being transported.
- G. No employee may transport students for school purposes without prior authorization by the Superintendent/designee.

- H. No student will be allowed to transport other students on field trips or for other school-sponsored activities.
- I. Parents will be informed whenever private vehicles will be used to transport their child(ren) for a field trip or other school purpose and will be required to sign a permission form in advance.
- J. The employee/volunteer must not use any cell phone, mobile device for texting or any other communication device while the vehicle is moving. If there is a need for the employee/volunteer to make use a cell phone or communication device, the employee/volunteer must pull off the road to a safe location and make use the phone or device while the vehicle is completely stopped.
- K. To reduce the risk of any potential distraction while driving, the employee/volunteer should be advised if a student in the vehicle has any medical history regarding medications, seizures or proneness to car sickness.

**PARENT AND VOLUNTEER-OWNED VEHICLES**

The above provisions apply to the use of private vehicles when the driver is a parent or other approved volunteer transporting students to or from school-sponsored events or activities or using a private vehicle for other school purposes.

The school will inform parent drivers and other approved volunteers that in the event of an accident, the parent or approved volunteer’s liability insurance will be the primary coverage.

The school will not be responsible for any accident or injury arising from a parent’s transportation of his/her own child(ren) to or from a school sponsored event or activity. Students are expected to travel by school-provided transportation when available.

**DELEGATION OF RESPONSIBILITY**

The Superintendent/designee will be responsible for developing administrative procedures, including those for accident reporting, and application, permit, permission and/or other forms, to implement this policy.

I certify that I have read and understand the terms of this Board policy.

\_\_\_\_\_  
Printed Name of Employee/Volunteer

\_\_\_\_\_  
Signature for Employee/Volunteer

\_\_\_\_\_  
Date

Cross Reference: IJOA – School Volunteers  
 First Reading: 10/6/16  
 Approved: 12/1/16; Revision approved 7/10/18

**Attached is the RSU Transportation – Personal Automobile Use Form to be completed and returned, along with this signed policy, to Building Administrator.**

**RSU #2 TRANSPORTATION – PERSONAL AUTOMOBILE USE FORM**

**Please print:**

**Date of Trip** \_\_\_\_\_ **Storm Date** \_\_\_\_\_  
**Time of Departure** \_\_\_\_\_ **Return Time** \_\_\_\_\_  
**Number of Persons Going** \_\_\_\_\_ **Number of Chaperones** \_\_\_\_\_  
**Approximate Mileage** \_\_\_\_\_ **How will trip be financed?** \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Year / Make of Auto: \_\_\_\_\_ Vehicle License #: \_\_\_\_\_

Insurance Carrier / Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Liability Limits: \_\_\_\_\_ Policy: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Driving Restrictions: \_\_\_\_\_

I certify that the above information is correct and that the insurance coverage is in force. I understand that if performing work for RSU #2 in the course of my duties I may utilize my personal vehicle, I must have liability insurance coverage in force as required by the State of Maine, and agree to advise RSU #2, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Site: \_\_\_\_\_ Purpose: \_\_\_\_\_

Site Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** If you drive your personal automobile while on RSU business and you are involved in an accident, by law your liability insurance policy is used first. The RSU liability policy would be used only after your policy limits have been exceeded. The RSU does not cover, nor is it responsible for, comprehensive and collision coverage to your vehicle.

All persons driving on RSU business will:

1. Follow the most direct route;
2. Avoid unnecessary steps;
3. Not carry unauthorized non-RSU personnel or students or guests as passengers;
4. Not carry more than nine students, no matter what size the vehicle; and
5. Ensure that all vehicle occupants use seat belts.

**NOTE:** Please attach a photocopy of the (1) "Proof of Insurance" form presently being provided by your automobile insurance company that indicates expiration date of insurance, as well as the declaration page of your policy and (2) driver's license and (3) registration.

RSU Administration may obtain employee driving record checks from the Maine Department of Motor Vehicles, which are a matter of public record.