USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

To safeguard the district and its employees in matters of liability, as it relates to transporting students conducting school business, the following policy will be observed.

1. A private vehicle may be used for school purposes provided the employee has written authorization of the Superintendent

    a. This authorization form, E-1, is for employees who use their own cars for school purposes. This form must be completed annually.

    b. For all special trips involving students, including field trips, refer to policy IICA.

2. Person so authorized to use their cars for school business purposes shall be required to show proof of liability coverage for a minimum of $300,000.

3. The School Committee specifically forbids any staff member to transport students for school purposes without prior authorization except in the case of an emergency.

4. No students shall be sent on school errands with their cars without appropriate authorization.

Adoption date: December 7, 1993

Effective date: December 7, 1993

SANFORD SCHOOL DEPARTMENT