

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

The Board recognizes the need for some school employees and chaperones to use their own motor vehicles for school purposes occasionally. Privately owned vehicles may be used for student transportation when, in the opinion of the building administrator and with approval of the Superintendent/designee, this is the most practical or only possible method of transportation. To safeguard the District employees, chaperone drivers and students in matters of liability, the following policy will be observed.

- A. School activities and field trips will be made by bus whenever practicable. As a guideline, a bus will be used when transporting 8 or more students to the same location.
- B. The Superintendent may approve the use of private vehicles in situations in which budget or schedule restrictions make it prohibitive or impractical.
- C. No person may transport students for school purposes without prior authorization by the Superintendent/designee, and parent approval.
- D. No student will be allowed to drive or transport other students on field trips or on any school sponsored or sanctioned event in which the district would normally provide transportation.
- E. Prior to use of a private vehicle for school purposes, the employee or chaperone must have the written permission of the Superintendent/designee.
 1. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permission form will state the particular purpose and whether it includes transportation of students.

Under no circumstances is an employee to transport a student one-on-one.
 2. For all special trips involving students, including field trips, permission must be obtained two weeks in advance for the specific trip. Regulations will require the following:
 - i. Owners must be properly licensed and carry a minimum liability insurance of \$100,000/\$300,000, minimum property damage insurance of \$50,000, and minimal medical coverage of \$5,000 and show proof of these which will be photocopied and attached to form EEBB-E - *RSU #56 Authorization to Transport Students*.
 - ii. The vehicle must display a current inspection sticker.
 - iii. The driver must be at least 21 years old and possess a valid drivers license. The driver must submit a copy of the license and be subject to a State Police check for possible motor vehicle

violations. A person with motor vehicle violations may, at the discretion of the Superintendent or his/her designee, be denied permission to transport students if it is believed their driving may put the safety of students at risk.

- iv. The driver must sign an “Authorization to Transport Students” form.
- v. The driver must abide by all district policies/regulations including those related to tobacco, substance abuse and use.

F. No student may drive his/her vehicle, an employee’s vehicle, or a school-owned vehicle on school trips or errands.

Cross Reference: GBEB Staff Conduct with Students

Adopted: July 11, 2017