

**CODE: EEAG**

## **USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS**

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In the interest of student safety and to the extent possible, school buses will be used to transport students to and from school and school-sponsored activities. The Committee recognizes that it may not always be possible or cost-effective to provide bus transportation. Privately owned vehicles may be used for student transportation when this is the most practical or only possible method of transportation. To safeguard the district employees, volunteer drivers, and students and to reduce the district's exposure to liability, the following guidelines have been developed:

**A. EMPLOYEE USE OF A PRIVATE VEHICLE**

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

1. For student trips made using private vehicles, the driver (employee or other adult) must be age 21 or older, have a valid license, 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.
2. The vehicle must have current registration and display current inspection stickers and have a seat belt for the driver and each passenger.

**B. STUDENT TRANSPORTATION TO/FROM SCHOOL EVENTS**

Students participating in school-sponsored activities held outside of the school are expected to travel to and from the event in School Department provided transportation when available. The following exceptions are acceptable if the guidelines are followed:

- Parents may transport their own child **ONLY** after the coach/advisor/responsible adult has been informed by the parent in person.
- Parents may transport others if that child's parent has completed the written permission form **PRIOR** to the child leaving school for the event.

**C. STUDENTS DRIVING**

In general students should not be transporting themselves or other students if other means of school-sponsored transportation is available. However, when school-based transportation is not offered, students may drive or be driven by others when the appropriate form has been completed by the parent and student prior to leaving the school.

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Adopted: May 21, 1985  
Revised: August 20, 1991; July 5, 1994; November 5, 2013