

USE OF PRIVATE VEHICLES

The Board recognizes the need for some school employees to use their own vehicles for school business purposes regularly or occasionally. To safeguard the district employees and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following will be observed.

- I. To use a private vehicle for the school business purposes of transporting students, the employee must have the authorization of the superintendent/designee.
  - a. This authorization may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. This permit will state the particular purpose, students involved, dates of issuance, and a statement of the employee's responsibility for private liability insurance.
  - b. For all special trips involving students, including field trips, an authorization must be obtained in advance for the specific trip.
- II. Employees so authorized to use their vehicles for school business purposes will provide liability insurance at their own expense. Employees who plan to use their own vehicles to transport students to or from school activities shall contact their automobile insurance carrier to determine whether their insurance policy will provide liability coverage for such transportation.
- III. The district will assume no responsibility for liability of the school employee in case of an accident.
- IV. The Board specifically forbids any employee to transport students for school business purposes without prior authorization by the superintendent/designee.
- V. No student will be sent on school errands with an employee's vehicle or a district-owned vehicle.

Revised &/or Adopted: 5/9/00