

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

Certain school employees use their own cars for school purposes regularly or occasionally. To safeguard the District in matters of liability, particularly as this relates to a staff member transporting a student(s), the following policy shall be observed.

- A. To use a private vehicle for school purposes, the staff member must have the written permission of the Superintendent or their 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 permit shall state the particular purpose and whether it includes transportation of students.
 - 2. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- B. Persons so authorized to use their cars for school business purposes when transporting students shall be required to show proof of liability coverage.
- C. The District shall assume no responsibility for liability in case of accident unless the staff member has the authorization described above.
- D. The Board specifically forbids any staff member to transport students for school purposes without prior authorization.
- E. No student shall be sent on school errands using their own vehicle.

It is recognized that this policy is subject to a wide range of interpretations. To assure an orderly administration of the policy, the Board of Directors establishes the following procedure for individuals who feel that the policy is not being justly administered.

- A. The aggrieved shall meet with the Director of Transportation to discuss the situation.
- B. If the aggrieved is not satisfied, then they shall meet with the Superintendent who will confer with the Director of Transportation before rendering their decision.
- C. If the aggrieved is not satisfied, then they may ask the Superintendent to place the item on the Board's agenda. The decision of the Board shall be final.

Adopted: August 14, 1985

Revised: September 13, 1994

Reviewed: January 22, 2002, March 31, 2009, **January 6, 2026**