STUDENT TRANSPORTATION IN PRIVATE VEHICLES

NOTE TO DISTRICT: There are liability issues involved with the use of private vehicles for student transportation. The board should consult with retained legal counsel prior to approving a policy which allows such use.

Only the superintendent may authorize the use of private vehicles for the transportation of school children to and from school-sponsored activities. Employees whose work responsibilities require them to transport students (i.e., social workers, work based learning coordinators, family liaisons) are permitted to do so provided that written parental consent is obtained. With the exception of these specific roles, the board does not encourage employees to use their private vehicles to transport students unless it is essential.

In extremely limited instances where, in the opinion of the superintendent or his/her designee, transportation of students by an employee in an employee’s privately owned vehicle is essential, such transportation may be authorized if the following conditions are met:

- written parental permission is obtained, or, at a minimum, every effort has been made to obtain such permission;
- no less than two staff members are in the vehicle for the duration of the trip;
- the driver is properly licensed and the vehicle is properly registered and insured in accordance with state law.

If efforts to obtain written permission are unsuccessful, no less than two staff members must be in the vehicle for the duration of the trip.

Such authorization may only be granted for a specific trip on a single day. Blanket, open-ended authorizations are not permitted. Each authorized instance of student travel in an employee’s privately-owned vehicle will be documented and will include the reason such authorization was deemed essential.

Adopted