

**STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

The Board of Education recognizes the need for some school employees to use their own automobiles for school 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 policy will be observed:

1. Requests to transport students in private vehicles must be approved by the Building Principal
2. To use a school vehicle for school purposes, an employee must have the permission of his/her Building Principal, and the Business Manager or Superintendent of Schools, as appropriate.
3. There may be standing permission for certain employees who use their own cars regularly for school purposes; however, for all trips involving students, including field trips, special permission must be obtained in advance for the specific trip.
4. Written parent permission must be obtained by the school employee prior to transporting a student or students.
5. The Board specifically forbids any employee to transport students for school purposes without prior authorization. However the Board recognizes that prior authorization may not be possible in the event of a medical or other emergency.
6. The district will assume no responsibility for liability in case of accident unless the employee has the authorization described above.

It is advisable employees have two adults in the vehicle when transporting students.

Effective date: February 7, 2017