



Student Transportation in Private Vehicle

Purpose

Establishes the qualifications and conditions when staff and adult volunteers may transport students in a personal vehicle in conjunction with and in support of Board policy EEAE - Student Transportation in Private Vehicle.

Scope

Applies to all district employees and authorized volunteers.

Procedure

1. Authorization: Only those employees/volunteers authorized by the principal/director/ supervisor may transport students in a personal vehicle. Each building will be responsible to track and maintain a list of those authorized who meet all qualifications and related documentation. Employees and volunteers may not transport students in a personal vehicle until they have met all qualifications.
2. Qualifications:
 - a. Driving Record
 - (1) Each driver must pass a driving record check and have their driving record monitored via the DMV ARS monitoring system.
 - (2) The transportation department will run driving record checks and maintain each authorized person on the DMV ARS system. Schools should use the Staff Record Check Request Form to request record checks from the transportation department. The form is available online under transportation on the district intranet.
 - (3) Transportation will send a notice with a meets or does not meet status to each building.
 - (4) Drivers must have and maintain a driver record not to exceed any combination of more than three class C violations and/or preventable accidents with in the prior three year period.
 - b. Insurance – Each employee/volunteer driver will provide proof of insurance for any personal vehicle they use or may use to transport a district student using the proof of vehicle liability insurance form. Insurance coverage must meet the Oregon minimums indicated on the proof of vehicle liability insurance form.
 - c. Vehicle Condition – Employee/volunteer will ensure the vehicle(s) are maintained in a safe condition.
 - d. Age – Driver must be at least 18 years of age.

3. Vehicle Capacity – The vehicle shall not have a manufacturer rated capacity of more than 10 persons including the driver. Larger passenger vans may not be used under any conditions.
4. Mileage Reimbursement – Mileage incurred during authorized transportation of students in a personal vehicle will be reimbursed at the current mileage reimbursement rate. All mileage reimbursement costs will be borne by the employee's building.
5. Restraint Devices – An adequate number of seat restraints, and when applicable, child safety systems are available as noted below and that the adult driver requires their use. Child safety systems and their use shall meet all rules in ORS 811.210 and 811.215.
6. Seat Restraints – Every student passenger shall have and use an approved 3-point seat restraint (lap and shoulder belts).
7. Infant safety seats, car seats and booster seats shall be used in accordance with all federal and state laws.