

Guidelines for Use of Private Vehicles for District Business

The Board discourages the use of private vehicles for district business, including transportation of students. However, from time to time, the use of a private vehicle for transporting students is prudent should there not be a district vehicle available. In those instances where a district vehicle is not available, the driver whether a district employee or volunteer, should have pre-approval for the use of their respective vehicle to transport a student or carry forth district business:

1. Staff or volunteers using their private vehicle for district or school business should have been pre-approved by both the district business office and the resident principal or superintendent to transport a student(s) or use their private vehicle for district business. On file, in the district business office there should be:
 - a. Copy of criminal history check if applicable;
 - b. Current copy of vehicle insurance policy indicating that insurance is in force with minimum limits of \$100,000 for both liability and \$100,000 uninsured motorists and \$15,000 medical coverage;
 - c. Parent permission release for volunteer to transport student(s).

The above information must be pre-approved by either the business manager or superintendent and on record in the district business office. At least two qualified adults should be passengers in the private vehicle that transports a student(s). Should a second qualified adult not be available then the respective building principal or superintendent should be informed and determine whether or not to approve of the transportation.

Only in rare instances is a student to perform district business with their or their parent's vehicle or another person's vehicle. Student's using their or their parent's vehicle for class related purposes during school time must have the principal's permission, plus the student's parent is to have pre-authorized the student's use of the vehicle. The business office must have a copy of said pre-authorizations as well as a copy of the student's personal auto insurance being in force.

Staff members are not to entrust their car key(s) to students.