

## **Student Transportation in Private Vehicles**

### **Procedures for Student Transportation in Private Vehicles**

1. Field trips or school-sponsored activities requiring the use of private vehicles within Klamath County, not to include Crater Lake, may be approved by the building principal. Prior to departure, the adult driving the automobile must sign a proof of insurance form verifying automobile liability insurance that meets the state of Oregon requirements and provide physical proof of insurance. The form will be kept in the building principal's office;
2. Field trips or school-sponsored activities requiring the use of private vehicles that are outside Klamath County and Crater Lake, may be approved by the building principal. Prior to departure, the adult driving the automobile must sign a proof of insurance form verifying automobile liability insurance that meets the state of Oregon requirements and provide physical proof of insurance. This form needs to be on file with the business manager's office prior to departure;
3. Parents transporting their student following an athletic event, music trip or other school-sponsored activity, must notify the building principal or designee prior to leaving the event;
4. Students returning from athletic events, music trips or other school-sponsored activities with another student's parent, must provide a written parental request and receive approval from the building principal prior to the activity. The adult driving the automobile must sign a proof of insurance form verifying automobile liability insurance that meets the state of Oregon requirements and provide physical proof of insurance. The form will be kept in the building principal's office;
5. High school students may use private vehicles to travel to or from field trips or school-sponsored activities within the Klamath Union and Mazama High School district boundaries and to Henley High School in accordance with procedures established by the district;
6. Exceptions to the procedures outlined may be granted by permission of the superintendent.

## **Verification of Automobile Liability Insurance Form**

Our district policy requires that parents, staff or adults may use private vehicles to transport students other than their own children on field trips or school-sponsored activities under the following conditions:

1. The school administrator has approved the activity;
2. The parent or adult driving the automobile is properly licensed to drive and has the automobile liability insurance required by the state of Oregon; and
3. An adequate number of seat restraints are available and the adult driver requires their use.

I have attached physical proof of my insurance and have read and understand the requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date