

Knappa School District 4

Code: **EEAE**
Adopted: 3/28/05
Readopted: 3/08/13
Orig. Code(s): EEAE

Student Transportation in Private Vehicle

Transportation of students will be by the district's transportation system or by a district employee's automobile, properly insured, except as provided below.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities if the following conditions have been met prior to the activity:

1. The school administrator has approved the activity;
2. A permission slip signed by each student's parents has been received by the principal or his/her designee, granting permission for the student to participate in the field trip and to ride in a privately owned automobile;
3. The parent or other adult driving the automobile is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district;
4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child four or five years of age or who weighs between 40 and 60 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until four feet nine inches or age eight and the adult belt properly fits.¹ A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. Training in the proper installation and use of child safety systems may be required.

The superintendent will develop regulations for staff use of private vehicles that will safeguard the district, its employees and students in matters of safety, insurance and liability. Authorization to use a private vehicle must be obtained before actual use of the vehicle.

END OF POLICY

¹"Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

Legal Reference(s):

[ORS 801.455](#)
[ORS 811.210](#)

[ORS 815.055](#)
[ORS 815.080](#)

[OAR 735-102-0010](#)

Cross Reference(s):

EIA - Insurance Programs
IICA - Field Trips and Special Events