

Student Transportation for Activities – Including Private Vehicle

Transportation of students will be by the district's transportation system. In determining the mode of transportation used when planning trips for school-sponsored events and activities within and beyond the limits of the school district, the administration shall consider the length of the trip, nature of the trip, location, road conditions and weather to determine uses of automobiles, activity vans, school buses or tour buses.

When determined more practical or the best means of transportation, 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 all of the following conditions have been met prior to the activity:

1. The school administrator has approved the activity and mode of transportation;
2. The "Permission for Transportation in a Privately-owned Vehicle" form has been signed by the student's parent/guardian and received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle with a specific, designated and authorized driver and releasing and holding the district harmless for any injury or loss of property in connection with the transportation;
3. The parent, employee or other adult driving the vehicle 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 (see EEAE-AR). Also, the parent, employee or other adult driver, must submit to the school administration the "Use of Private Vehicle" form; and
4. Parents or other nonstaff adults driving a vehicle must be approved Volunteers in Medford Schools (VIMS), including a completed and cleared criminal history check.

The private vehicle must be a closed vehicle and must contain an adequate number of seat restraints. The driver is personally responsible to ensure the proper use of the appropriate seat restraints for each student traveling in the vehicle. Training in the proper installation and use of child safety systems may be required. Child safety system requirements include:

1. A child safety system for a child who weighs 40 pounds or less, regardless of age. 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.

2. 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 at least four feet nine inches tall or at least age eight with an adult belt that properly fits¹.
3. 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 Oregon Revised Statute (ORS) 815.055.
4. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

In the event of emergency situations or to ensure the health and welfare of a student, district staff may be required to use a privately owned vehicle without the proper documented permission and forms listed above. In such an event, the employee will notify the school administration or designee as soon as possible.

The district will develop procedures to implement this policy.

END OF POLICY

Legal Reference(s):

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

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

[OAR 735-102-0010](#)

Cross Reference(s):

IICA - Field Trips and Special Events

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.