

Student Transportation for Activities – Including Private Vehicles

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.

Private Vehicle Use for Activities and Events

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.

Following the trip, these permission forms are to be turned in by the staff member and filed in the school office for two years following the conclusion of the trip.

3. The parent, employee or other adult driving the vehicle is at least 21 years old, properly licensed to drive and has provided proof of current insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and set by the district. Also, the parent, employee or other adult driver must submit the Use of Private Vehicle form to the school administration. (See attached)

Staff members must fill out the form only once for each vehicle used. However, when insurance is renewed, the employee is responsible for providing updated copies as proof of minimum insurance requirements listed below to the human resources office. Staff authorized driver information is sent to the human resources office for filing and monitoring through the Department of Motor Vehicles (DMV) Automated Reporting system. Staff authorized driver information is maintained as long as the individual is employed and required to drive for district business, including the transporting of students in private vehicles.

To check if the employee is on the DMV Automated Reporting System check with human resources.

Parents or other nonstaff members must fill out the form for each school for which they will be transporting. This should be done each school year. The parent, employee, or other adult driving the vehicle must complete and submit to the school administration the “Use of Private Vehicle” form prior to driving students other than their own in their private vehicle. Adult volunteer driver information must be kept on file at the school for two years from the end of the school year.

The completed Use of Private Vehicle form will include:

- a. Description of the private vehicle to be used;
 - b. Verification of current/valid driver license;
 - c. Verification of current/valid auto insurance for the listed vehicle that meets or exceeds those minimum requirements as established by the state of Oregon of:
 - (1) Bodily Injury \$25,000 per person;
 - (2) Bodily Injury \$50,000 per accident;
 - (3) Damage to others property \$20,000 per accident;
 - (4) Personal Injury Protection \$15,000 per person;
 - (5) Uninsured motorist coverage of \$25,000 per person;
 - (6) Uninsured motorist bodily injury \$50,000 per accident.
 - d. Declaration that the auto has adequate personal safety devices for each passenger and is in sound working condition;
 - e. Declaration that driver has not been guilty of any driving related felony;
 - f. Declaration that driver will not use a cell phone or smoke while transporting students in a private vehicle.
4. Parents or other nonstaff adults driving a vehicle must be approved VIMS (Volunteers in Medford Schools), including a completed and cleared criminal history check.
5. The private vehicle must be a closed vehicle and must contain an adequate number of seat restraints (each passenger needs to have their own seat restraint). 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:
- a. 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.
 - b. 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.

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.

- c. 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.
6. 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.

Other Situations for Private Vehicle Use

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. This is permissible only in a properly insured vehicle with adequate seat restraints and driven by a fully licensed driver. In such an event, the employee will attempt to call the parent/legal guardian to get verbal permission and notify the school administrator or his/her designee as soon as possible.

Vehicle Use for Athletic Events, Practices and Other Related Activities

In general, the school district will provide transportation to and from events. Transportation will be activity vans, school buses or tour buses. When practical, the use of private vehicles will be limited.

Activity van drivers will have Type 10 vehicle training. See Board policy EEACD.

In the case where transportation will not be provided to practices, competitions and/or other activities it will be part of the sign off and notice prior to the athletic season starting. It will be expected to be the parent's responsibility to get their child to and from the location in addition to supervising their child and taking responsibility when permitting them to be a driver and/or passenger with other drivers.

When transportation has been provided, students may be released to their own parent or guardian following an athletic event or other off campus activity for transportation in a private vehicle provided a signed release is on file. If not already on file, a sign off must be completed with the adult in charge and then later filed in the office.

The coach or adult in charge maintains the right to ask all students to return by district transportation regardless of the signed release. The district athletic director, with the school athletic directors, will set guidelines for procedures for when and from which locations students will be able to ride home with their own parent or guardian and/or other adults. Consideration will be given to the length of the trip with more leeway given to events closer in proximity. Notice will be given to the parents at the beginning of the season.

Private transportation following an athletic event or other off-campus activity will be permitted if a Parent Transportation Release signed by the student's parent/guardian, has been received and approved by the principal or his/her designee, granting permission for the student to be released 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. Release forms shall be retained by the school for at least two years from the date of the end of the season or activity.

Private transportation by an adult other than the legal parent or guardian or staff member, will only be permitted in limited circumstances and with the above-mentioned release and permission already in place. No last minute permissions or verbal permissions to ride home with an adult other than the legal parent or guardian will be allowed.

Only in emergency circumstances to ensure the health and welfare of a student, will someone other than their legal parent/guardian or staff member be allowed to transport using a private vehicle without the release form. An example would be the need to transport the student to medical care. Immediate contact to an administrator needs to take place in this situation.

In the Event of an Accident Involving a Private Vehicle

In the event of a claim, the private vehicle insurance will always be primary and the driver may be personally liable for any traffic violations, accidents, or injuries that occur while using a private vehicle to transport students. District liability insurance provides limited coverage and is subject to qualifying conditions. District liability insurance may not cover a driver's personal liability.

For district employees, see administrative regulation EEBB-AR for procedures to follow.

In the event of an accident, the adult needs to:

1. Follow all Oregon Department of Motor Vehicle driver responsibilities.
2. Contact law enforcement. In an emergency situation, call 911. In a nonemergency situation, use their nonemergency phone number if the accident meets any of the criteria listed in item #6 below.
3. At the scene of the accident, give to the other driver, passengers in the vehicle, or any injured pedestrian your:
 - a. Name;
 - b. Address;
 - c. Driver license number;
 - d. License plate number of your vehicle; and
 - e. Your insurance information.
4. If a staff member is not readily available to do so, contact the school with detailed information including the names of students involved. Work with any staff member(s) in charge to contact parents of any students involved in the accident and/or to get extra assistance to the scene of the accident.
5. Contact the benefits specialist in the human resources office as soon as possible for next steps. Fill out the Medford School District Vehicle Accident Report and turn in, to the benefits specialist in human resources.

6. You must file an Oregon Traffic Accident and Insurance Report (Form 735-32) with DMV within 72 hours when:
 - a. Damage to the vehicle you were driving is over \$1,500;
 - b. Damage to any vehicle is over \$1,500 and any vehicle is towed from the scene as a result of damages from this accident;
 - c. Injury or death resulted from this accident; or
 - d. Damages to any one person's property other than a vehicle involved in this accident is over \$1,500.

Note: You must fill out an Oregon Traffic Accident and Insurance Report and return it to DMV if you meet the criteria above even if a police officer files a report. A police report does not satisfy or remove the requirement to file an accident report with DMV. You must do that yourself.

7. In addition to turning the form in, to the DMV, provide a copy of the Oregon Traffic Accident and Insurance Report to human resources and keep a copy for yourself.