

Student Transportation in Private Vehicle/Use of Private Vehicle in School Business

1. While the use of private vehicles for school business, including the transportation of students, is discouraged, it is acknowledged there are occasions when it may be considered necessary to do so.
2. As per Board Policy EEAE - Student Transportation in Private Vehicle/Use of Private Vehicle in School Business, an approved vehicle for student transportation is interpreted to be an enclosed mode of transportation: car, van, etc., and does not include open pickups, motorcycles or flatbeds of trucks¹.
3. Requests for use of a private vehicle will utilize form D-708 – Employee/Volunteer Auto Use Permit. It will have the approval of the building principal and will be processed through the district Office.
4. Approval will include consideration as to what is most economical and efficient for the district.
5. Strict adherence will be made to compliance with insurance requirements as stipulated by the district and with appropriate equipment, e.g. seatbelts, car seats, etc., to ensure safe transportation of students and public as stipulated by State Regulation(s).
6. Only a qualified employee or volunteer with a good driving record will be allowed to transport students in a private vehicle on school business. Determination shall be made by the district Business Manager or Personnel Director.
7. In the case of inclement weather, the building administration, in consultation with the State Police, will determine whether or not private vehicles will be used for the designated activity.
8. Final approval for private vehicle use shall be made prior to actual use.

¹Exceptions to "enclosed vehicles" may be allowed for specific occasions, e.g. parades, at the discretion of the Superintendent. Such authorization must be obtained and should be at least two weeks prior to actual use. It is not necessary to complete Form D-708 for use of such vehicles for specific occasions as described.

EMPLOYEE/VOLUNTEER AUTO USE PERMIT

Name _____
School _____

Activity Date _____
Activity _____

Please read the following information carefully:

1. Insurance

The district does not provide automobile liability or physical damage insurance coverage to employees/volunteers who provide their own vehicles for district activities. You have agreed to transport students of the district for a school-approved purpose. Please be aware that in the event of an accident, your insurance will provide primary coverage. The district does not accept any liability for bodily injury or property damage arising from your negligence in driving your own vehicle for a district sponsored activity.

As a driver providing your own vehicle for this activity, you are required to provide proof that you carry valid automobile liability insurance covering bodily injury and property damage.

****The minimum required limit of liability you must provide is \$300,000.****

Auto Insurance Co. _____ Policy No.: _____
Expiration Date _____

2. Driver Responsibility

You are responsible for maintaining your vehicle in a safe condition during the term of this activity.

You are responsible for providing the equipment necessary to ensure safe transportation of students or public during this activity (i.e. tire chains, seat belts, etc.) ORS 815.055 requires that any person transporting a student who is at least four years of age and under six years of age or weighs between 40 and 60 pounds must be properly secured with a child safety system.

I hereby certify that I have a current and valid driver's license and I authorize the District to obtain my motor vehicle driving record.

License No. _____ Expiration Date _____ Date of Birth _____

I HEREBY ACKNOWLEDGE that as a driver providing my own vehicle, I have read and understand the information provided herein. My signature below hereby affirms that I fully accept and agree to the terms and obligations as stipulated herein.

Signature _____ Daytime Phone _____ Date _____
Principal's Signature _____ Date _____

For District Use:

Approved: Yes No Reason for Denial: _____

Signature: _____ Date _____