

**SERIES 700
SUPPORT SERVICES**

751.5

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

The Board recognizes the need for some school employees, or other persons serving in an official capacity, to use their own motor vehicle for school purposes. To safeguard the District, employees and students in matters of liability, particularly as it relates to the transporting of students, the following policy guidelines shall be observed:

1. District employees or other persons serving in an official capacity shall have the written permission of the district administrator, or designee, in order to use a private motor vehicle for school purposes. Permission may only be granted if the person providing transportation has satisfactorily met all District and state law requirements, including completion of a driver information form, proof of insurance, and a clear driving record with no moving violation within the past 24 months.
2. The District shall assume no responsibility for liability in case of accident, unless the employee or other person serving in an official capacity has obtained the necessary authorization.
3. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the Board.
4. Transportation by private vehicle shall be strongly discouraged and shall be used only when no other transportation is available.

Legal References:

Cross References:

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Date of Revision: