

**SERIES 700  
SUPPORT SERVICES**

751.51

**TRANSPORTATION OF STUDENTS BY STAFF**

On occasion, staff may transport students to events as part of the educational activities of the staff and students.

Staff transporting students by their personal vehicle, a school district vehicle, or a school district leased vehicle, on a school approved trip, shall comply with the following procedures:

1. Drivers shall complete the school district's "Certificate of Vehicle and Operator Requirement" form relating to transportation of students and shall keep such certification up to date at all times;
2. Drivers shall obtain appropriate written permission from the parents of the students authorizing the transportation on forms provided by the district;
3. The procedures set forth in the school district's policies pertaining to "Bus Riding Conduct" and "School Bus Disciplinary Procedures" apply to such transportation and shall be followed at all times;
4. Drivers shall insure that the students utilize seat belts at all times during transportation.

Staff failing to comply with this policy shall not be allowed to transport student and may be subject to appropriate discipline.

If the District employs or contracts with any individual specifically to provide such alternative transportation, the District shall obtain a completed background information form from the driver and conduct criminal background and driver records checks as required by state law. This does not apply to individuals who hold a valid school bus endorsement, as such background checks are completed as part of the licensing process.

Legal References:

Cross References:

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