

**SERIES 700
SUPPORT SERVICES**

751.5 Administrative Rule

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

The following guidelines relate to transporting students in private or district-owned vehicles:

1. District employees are prohibited from using district-owned vehicles for any personal purpose. Use of these vehicles is for school district-approved events only.
2. When a district-owned vehicle is not available, district employees or other persons serving in an official capacity may transport students in privately owned vehicles for school purposes provided they have obtained written permission of the district administrator or designee to do so. Permission may only be granted if the person providing transportation has satisfactorily met all district requirements and state law.
3. Any traffic violations committed by a driver while using district-owned vehicles are the financial responsibility of the driver. The vehicle driver and passengers must follow all applicable state of Wisconsin safety and legal requirements.
4. 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 required permission to transport students. In all cases, however, the driver's automobile insurance is the primary carrier, with District's insurance being secondary.
5. If driving a district-owned vehicle, the driver will need a valid driver's license. If driving his/her own vehicle, the driver will need a valid driver's license and a certificate of insurance for the vehicle.

Legal References:

Cross References:

Date of Adoption: December 17, 2008

Date of Revision: