

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

The School Committee recognizes the need for some school employees to use their own motor vehicles for school purposes either regularly or occasionally. Privately owned vehicles may be used for student transportation when, in the opinion of the building principal and with the written approval of the Superintendent, this is the most practical or only possible method of transportation. To safeguard the District employees and students in matters of liability, the following policy will be observed.

- A. Prior to use of a private vehicle for school purposes, the employee must have the written permission of the Superintendent/designee.
 - 1. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit will state the particular purpose and whether it includes transportation of students.
 - 2. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- B. No student may be sent on school errands with his/her vehicle, an employee's vehicle, or a school-owned vehicle.
- C. School activities and field trips will be made by school-owned vans or bus whenever practicable.
- D. The Superintendent may approve the use of private vehicles in situations in which budget or schedule restrictions make it prohibitive or impractical and a school-owned van is not available.
- E. For student trips made in private vehicles, owners must be properly licensed and carry a minimum liability insurance of \$100,000/\$300,000, minimum property damage insurance of \$50,000, and minimal medical coverage of \$5,000.
- F. The vehicle must display a current inspection sticker.
- G. No employee may transport students for school purposes without prior authorization by the Superintendent/designee.
- H. No student will be allowed to drive or transport other students on field trips.

Adopted: June 12, 2006

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