

TRANSPORTING STUDENTS IN PRIVATELY OWNED VEHICLES

State law holds school districts responsible for the safety and well-being of students whenever they permit anyone to transport students. Transportation to and from school is established through contract agreements with appropriately licensed and certified transportation agencies. The district recognizes and encourages the involvement in student activities, clubs and programs that may require transportation during or outside of the school day.

**Staff Vehicles:**

It is the policy of the school district that all employees and staff (including certified, non-certified, administration, volunteers, interns, coaches and chaperons) do not transport students in their privately owned vehicles for any activities. Students are transported to and from these activities by appropriately licensed drivers in vehicles that are owned by the district or other agencies and comply with all federal, state, and local regulations. Under these school sponsored activities, staff who do not hold appropriate licensing and do not drive approved vehicles have significant financial and legal exposure should they be involved in an accident while driving a student(s). Special exceptions for staff, including coaches, with adequate private insurance are described in the administrative regulations to this policy. Staff shall be informed at least annually of this policy and may be subject to disciplinary action should this policy be violated or disregarded.

**Student Vehicles:**

It is the policy of the board of education to strongly discourage students from transporting other students to and from school sponsored activities, events, or programs. It is the policy of the board of education to provide student transportation for those participating in these events whenever possible and feasible. When transportation has been provided it is expected that students will use this transportation to travel to and from the events in which they participate except under special conditions described in the administrative regulations.

Administrative Regulations to Policy #3541.44  
Transporting Students in Privately Owned Vehicles

**Staff Vehicles:**

1. Staff who transport students in school owned vehicles should follow all transportation procedures and guidelines as established through the transportation representatives at Shared Services and/or Regional School District No. 7.
2. When the need for transportation for a school-sponsored activity or program arises, the proper paperwork shall be completed by the staff person and submitted to the principal. The coordinator of transportation at Shared Services or Regional School District No. 7 Business Office will be consulted regarding the most appropriate and cost effective means of providing transportation when it has been approved by the principal.
3. From time to time, there are certain activities and events in which student transportation may not be available (e.g., certain club events, weekend activities, game scrimmages, etc).
4. Under these situations, parents may wish to transport their own children to and from these activities. However, with written permission from the Superintendent (or designee), staff who hold the necessary insurance rider and limitations (\$2,000,000) may (but are not required to) transport participating student(s) to and from school-sponsored activities and events in their own vehicles. Under these conditions staff are personally liable for any and all accidents, injuries or incidents that may occur, and the District is not responsible or liable for any such accidents, injuries or incidents.

**Student Vehicles:**

1. The following situations involve school sponsored activities and events in which students are participants and not simply spectators. Parents provide permission to their own students to transport themselves to events in which they are spectators in addition to travel to and from school.
2. When students are participants in school-sponsored activities, they are strongly discouraged from transporting themselves to and from these school-sponsored activities when school transportation has been made available. However, on a case by case basis, parents may occasionally drive students home from school sponsored events in lieu of school provided transportation with staff consent, and proper notice and a written note to the staff member coordinating the event. It is vital that on all occasions where students do not return on the school bus from a school sponsored event, that the staff member in charge of the event makes verbal contact with the parent that transports the student home.

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3. In addition, there may be occasional situations in which school transportation is not feasible or available for certain activities (e.g. weekend game scrimmages or practices). For these situations, students may transport themselves (with no other students in the car) with parent and appropriate staff permission. However, the school district is not responsible or liable for those students who are either transported by a parent or for those who are given parent permission to transport themselves to the events covered in this paragraph.