

(School District/ISD)

TRANSPORTATION BY PRIVATE VEHICLE POLICY

The Board of Education authorizes the transportation by private vehicle of students of the District.

Any such transportation must be approved in advance and in writing by the Superintendent/Director of Special Education in accordance with the Superintendent's administrative guidelines.

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board, an approved volunteer, the parent of a student enrolled in this District and the holder of a currently-valid license to operate a motor vehicle in the State of Michigan.

No person shall be permitted to transport students who is not the holder of automobile liability and personal injury insurance in the amount required by District administrative guidelines. The Superintendent may withdraw the authorization of any private vehicle driver whose insurance is not adequate.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the Director.

Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

Guidelines for Transporting Students by Private Vehicle

These guidelines are to be followed whenever a staff member will be transporting students by a private vehicle whether it be his/her vehicle or some other person's. This guideline does not apply if the vehicle is a bus or van chartered from a licensed operator. In such cases, the Transportation Department shall be responsible for arranging for the chartered vehicle.

- A. Determine that transportation by District vehicle is either not available or is not feasible.
- B. Make sure that the intended private vehicle is in proper working condition, seat belts are available for each passenger, and the vehicle is insured for liability in an amount not less than \$300,000. The driver must confirm that she/he has a valid driver's license.

- C. Obtain written consent from each student's parent. No student shall be allowed to ride in the vehicle without his/her parent's written consent.
- D. Submit a Request for Transportation by Private Vehicle Form (page 3) to the supervisor for his/her approval at least five (5) days prior to the trip. Attach the parent consent forms to the request form.
- E. If the trip is out-of-town and the transportation is approved, follow the procedure described in the District's policy on Field Trips or Other District-sponsored Trips regarding Emergency Medical Authorization Forms (page 4).
- F. Provide the school office with the trip itinerary and a list of names of the students who will be riding in the vehicle.
- G. Upon return of the vehicle to the school, make sure each student has proper transportation home and remain at the school, until all students have left school property.

REQUEST FOR TRANSPORTATION BY PRIVATE VEHICLE

Date of Trip _____ Time _____

From _____ To _____

Reason _____

Students Involved _____

Driver _____

Address _____ Phone _____

License No. _____

Insurance Carrier _____

Amount of Personal Injury Insurance \$ _____

Approved: _____ Denied: _____

By _____ Date _____

