

### USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS

The Board recognizes the need for some school employees to use their privately owned motor vehicles for school purposes either regularly or occasionally.

Privately owned vehicles may be used for student transportation when, in the opinion of the Superintendent or designee this is the most practical or only possible method of transportation.

To safeguard RSU 26 employees and students in matters of liability, the following uses of private vehicles are allowed:

- A. Prior to use of a private vehicle for school purposes, the employee must have the written permission of the Superintendent or Designee. This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit will state the particular purpose and indicate whether it includes transportation of students. For all special trips involving students, such as field trips, a special permit must be obtained in advance for the specific trip. If a student is transported, permission from the parent/guardian must be obtained, clause (H) below.
- B. No student may be sent on school errands with his/her own vehicle, an employee-owned vehicle, or a school-owned vehicle without prior parental approval.
- C. Field trip and other off-campus school-sponsored activity, transportation will be by school bus whenever practicable. The Superintendent may approve the use of private vehicles in situations in which the number of students or budget or schedule restrictions make bus use prohibitive or impractical.
- D. No student will be allowed to transport other students on field trips or for other school-sponsored activities. This does not apply for normally scheduled commutes between school activities and the students' homes.

The following procedures will be followed before use of a private vehicle for school business:

- E. For student trips made in private vehicles, the owner must be properly licensed and carrying a minimum liability insurance of \$100,000/\$300,000; minimum property damage of \$50,000; and minimum medical coverage of \$5,000. Proof of current license and insurance will be required in a form submitted to the Director of Transportation
- F. The vehicle must have a current registration and display a current inspection sticker.
- G. The vehicle must have sufficient seat belts for the driver and each of the other persons being transported.
- H.

- I. Parents/guardians will be informed whenever private vehicles will be used to transport their child(ren) for a field trip or other school purpose and will be required to sign a permission form in advance. In the event of an unplanned contingency that is urgent, a parent/guardian can give permission by text or email (or if parent/guardian is unable to text and email a verbal permission logged in an email to the transportation director from the employee) may be given.

#### PARENT/GUARDIAN AND VOLUNTEER-DRIVEN VEHICLES

When the driver is a parent/guardian or other approved volunteer transporting students to or from school-sponsored events or activities or using a private vehicle for other school purposes, the following will apply:

1. Any parent/guardian driving under this policy must have completed a school volunteer form and background check and be approved under our school volunteer policy (IJOC and IJOC-R).
2. The school will inform parent/guardian drivers and other approved volunteers that in the event of an accident, the parent or approved volunteer's liability insurance will be the primary coverage.
3. The school will not be responsible for any accident or injury arising from a parent/guardian's transportation of child(ren) to or from a school sponsored event or activity. Students are expected to travel by school-provided transportation when available.

#### DELEGATION OF RESPONSIBILITY

The Superintendent or Designee will be responsible for developing administrative procedures, including those for accident reporting, and application, permit, permission or other forms, to implement this policy.

Cross Reference:       IJOC - School Volunteers

Adopted:           11/17/2015

Revised:           12/11/2018  
                      9/20/2022