
AURORA PUBLIC SCHOOLS

Adopted July 1993

Revised September 2007

Revised November 2015

Revised January 2021

APS Code: EEAG

STUDENT TRANSPORTATION IN PRIVATE VEHICLES BY EMPLOYEES

The Board of Education recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard the district, employees and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following will be observed:

1. A staff member may transport students in his/her personal vehicle if they follow district procedure. An Authorization to Use Privately Owned Vehicles on District Business must be completed by the staff member and signed by the site administrator. The form must be sent to the Risk Management Department with documentation of the employee's personal insurance showing the limits of liability insurance that the employee has available. Those limits must meet and/or exceed district requirement. In addition, the employee must sign and provide the Permission to Release Driver Records form to the Risk Management Department to run a motor vehicle records check on the employee. The Authorization form and the MVR must be received and approved by the district Risk Management Department before the staff member transports students in their personal automobile.
2. All Authorization to Use Privately Owned Vehicles on District Business forms expire on June 30th of every year. Employees will need to submit a new form for permission to drive for any trips after July 1st of that year.
3. The district will assume no responsibility for liability in the case of an accident unless the employee has the authorization described, satisfies insurance qualifications as determined by the district risk manager, is in possession of a valid Colorado driver's license and has a district approved driving record.
4. The employee's personal auto insurance policy will be the primary liability insurer of the employee's vehicle and occupants. The District's liability insurance will serve as excess coverage over and above the employee's policy. The District does not provide coverage for damage to the employee's automobile.

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Students transported for school-connected or school sponsored purposes shall use District-owned vehicles whenever possible. Privately owned vehicles may be used for student transportation when, in the opinion of the Superintendent of Schools or designee, or principal or designee, this is the most practical or only possible method of transportation.

Vehicles, drivers and insurance coverage shall meet or exceed all requirements of the district and the law. Specifically:

1. **Vehicles** shall be defined as privately owned vehicles designed to carry nine passengers or less, used to transport one or more students for school purposes as authorized by the Superintendent or designee;
2. **Drivers** shall be defined as school employees who transport children for school purposes through intermittent arrangements, and who may or may not receive mileage reimbursement. Drivers shall complete the Authorization to Use Privately Owned Vehicles on District Business form and obtain his/her site administrator signature. The form then will be sent to the district risk management office for approval based on appropriate personal insurance declaration coverage page of their policy. In addition, the driver's motor vehicle record must be reviewed and approved by the Risk Management Department.

Drivers must be at least 21 years of age; of good moral character and not addicted to the use of alcohol, narcotics or other habit-forming drugs; possess a valid Colorado Driver's license, and not have more than three tickets issued in the last 36 months.

3. **Insurance requirements** of the State of Colorado shall be observed. However, the Board stipulates that minimum coverage shall be established by the district risk manager; and
4. **Use of seat belts:** The use of seat belts is mandatory for all personnel (driver and passengers) using vehicles that are equipped with seat belts. Drivers shall be responsible for ensuring that all passengers use seat belts. The driver shall not begin to move the vehicle until the driver and all passengers have secured their seat belts.
5. **Use of cell phones and/or electronic devices:** Employees will not use cell phones or other electronic communication devices while transporting students.
6. In cases of emergency, students may be transported in private vehicles without complying with the above provisions, but only if there appears to be a real and imminent danger to

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persons or property. District security must be contacted and provided information on the emergency situation.

LEGAL REFS.: C.R.S. 22-32-114 (3)
C.R.S. 42-7-101 *et seq.* (Motor Vehicle Financial Responsibility Act)

CROSS REF.: EEBB, Use of Private Cars by District Employees