

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 a release which will allow the Risk Management Department to run a motor vehicle records check on the employee. This form 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 30 of every year. Employees will need to submit a new form for permission to drive for any trips after July 1 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 auto.

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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 coverage and acceptable driving record.

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. Principals are encouraged to verify driver's license and insurance by seeing a copy of the current license and proof of insurance card;

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. 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 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