
AURORA PUBLIC SCHOOLS
Adopted May 1981
Recoded March 1999
Reviewed September 2007
Revised April 2019

APS Code: EEBB

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

District employees may use private cars (either owned or non-owned) to transport students or others, while acting in the performance of and within the scope of their duties related to the school district. The employee is required to complete the authorization form through Risk Management and obtain approval. In all cases of private car use by district employees, the insurance carried by the car's owner is considered primary. Therefore, any liability judgments, which may be awarded against the employee, are covered first to the extent of the car owner's personal liability coverage. Should the liability judgment against the employee be in excess of the liability insurance carried by the car owner, the district's non-owner liability will then assume the excess, but only to the limit of the coverage carried by the district. The district's non-owner liability does not include physical damage to the private vehicle or any medical expenses for the employee. The district's non-owner liability coverage includes only vehicles driven by approved district employees.

If the district employee assists in making arrangements whereby patrons or students would be using private cars to transport students to school activities, the parent must give permission for the student to use the car, and the parents must give permission for their students to be transported in such cars. The district's non-owner liability automobile coverage does not apply to cars operated by anyone other than district employees. Therefore, the student or non-employee patron assumes all risks.

CROSS REFS.: DKC, Expense Authorization/Reimbursement
 EEAG, Student Transportation in Private Vehicles