

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

The Board 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 policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the superintendent or his/her designee.
 - a. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose, and whether it includes transportation of students.
 - b. For all special trips involving students, including field trips, a special permit must be obtained in advance for the special trip.
2. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or his/her designee.
3. No student shall be sent on school errands with his/her own automobile, an employee's automobile, or a District-owned automobile.

Adopted 1/27/97
Revised 4/11/05
Reviewed 4/23/2012