

Student Transportation in Private Vehicles

The intent of the district is to provide safe transportation for students by making school buses available for field trips and athletic events. Student transportation in private or commercial vehicles may be approved by the Executive Director of Administration for exceptional circumstances.

A staff member may transport a student or group of students in a personal car for school-related purposes only if the staff member has authorization to do by the Executive Director of Administration for a specific trip.

Authorization shall be granted by the Executive Director of Administration to school administrators, school nurses and other student services personnel designated by the superintendent.

Special permission for providing student transportation may be granted in exceptional cases by the Executive Director of Administration to parents or to other professional staff members such as coaches, music teachers and activity sponsors. Exceptional cases shall be determined in cooperation with the principal by review of the number of students traveling, relative costs, safety factors, distance, etc.

Under no circumstance will students be authorized to transport other students.

Personnel with special permission to use their own vehicles for transporting students must carry their own liability insurance coverage in compliance with state law. A copy of the staff member's driver's license, motor vehicle record, and insurance card shall be placed on file with the appropriate administrative official prior to the transportation of students. A memo of understanding shall be signed by the staff member and district administrative official(s) acknowledging that the staff member's personal liability insurance shall be used first for any necessary coverage.

Revisions Adopted: November 2014

LEGAL REFS.: C.R.S. 22-32-113 (4)

C.R.S. 42-7-101 *et seq.* (*Motor Vehicle Financial Responsibility Act*)