

CRCS USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

The Board recognizes the need for some school employees to use their own motor vehicles for school purposes either regularly or occasionally. Privately owned vehicles may be used for student transportation when, in the opinion of the Principal, this is the most practical or only possible method of transportation. To safeguard CRCS, employees and students in matters of liability, the following policy will be observed.

- A. Prior to use of the private vehicle for school purposes, the employee must have the written permission of the Executive Director/designee. This permission will include a written assurance that the driver has a valid license.
 - 1. The permit will state the particular purpose and whether it includes transportation of students.
 - 2. For all trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- B. The Executive Director may approve the use of private vehicles in situations in which budget or schedule restrictions make it prohibitive or impractical to use a school vehicle.
- C. For student trips made in private vehicles, owners must be properly licensed and carry a minimum liability insurance of \$100,000/\$300,000, minimum property damage insurance of \$50,000, and a minimum medical coverage of \$5,000. Drivers must also be insured against uninsured motorists.
- D. The vehicle must display a current inspection sticker and registration.
- E. The driver must have no OUIs or suspended licenses.
- F. No vehicle will carry more than is considered normal for that vehicle (example: 6-passenger auto). Seatbelts must be used for each passenger. No child 12 or under may ride in a front seat with an airbag.

Adopted: 9/4/2012