

Private Vehicle Transportation

Whenever students are transported via private auto during field trips or other officially sanctioned activities, the following requirements are necessary:

- A. The parent of each student shall sign a permission slip consenting to the use of private transportation.
- B. The principal shall assume responsibility for determining that the automobile to be used is in good working order and that driver of the automobile is properly licensed.
- C. The district's liability coverage shall cover the risk assumed by the district as well as providing third party liability coverage as the owner of the private vehicle who for that occasion is acting in behalf of the district. The driver of the vehicle must show evidence that there is a minimum of \$100,000/\$300,000/\$100,00 liability coverage on the vehicle to be used and acknowledges that he/she will assume full responsibility for any comprehensive or collision claims. The district shall not be obligated to pursue action against another party who may through negligence do damage to either persons vehicles en route to school events.

The following procedures shall apply when "in lieu" transportation is used:

- A. All requests for "in lieu" transportation shall be directed to the Administration Office personnel.
- B. The Administration Office personnel shall distribute instructions and reimbursement claim forms for all approved requests.
- C. The Administration Office personnel shall accept reimbursement claim forms as needed, verify amounts, and transmit completed reimbursement claim forms to the Business office for payment.