

The use of school vehicles and school bus drivers is the District transportation method of choice, but it is recognized that exceptional circumstances may require the occasional use of private vehicles for the transportation of students. Transportation of pupils in private vehicles is permitted only under the following conditions:

1. Parents may take responsibility for transporting their own children to or from a school event in a private vehicle or by authorizing in writing an adult other than a school employee to provide such transportation. If the adult other than the parent does not have written parental authorization to transport the student in a private vehicle, the student must return to the school building via school district transportation.  
  
A school event is an activity where students, under the supervision of a school employee, leave from a District building to attend an event elsewhere and return to a District building at the conclusion of the event.
2. The number of individuals to be transported in an private vehicle must not exceed the number of available seat belts.
3. Staff and parents who anticipate transporting students must apply for transportation authorization annually using a form provided by the District, and authorize a District- requested motor vehicle record check. Driver records showing a conviction for 1) any kind of impairment; or 2) with more than five points charged in the past three years will result in denial of transportation privileges. The application will include a description of the vehicle to be used, including insurance coverage limits and expiration dates, the year and make of the vehicle, the date of last inspection, and the name and address of the vehicle owner.
4. Except in emergencies approved by a principal or designee, the prior request process described in AR4531 must be followed. In the event of an emergency that precludes prior approval, the Principal will report to the Superintendent of Schools the necessary use of an employee-owned private automobile no later than the work day following the emergency use.
5. Staff and parents providing student transportation agree to carry a minimum of \$300,000 total incident liability coverage and understand that:
  - a) School liability coverage applies only after the limits of individual coverage have been exceeded by an award of damages.
  - b) The school will not be responsible for a vehicle or personal property damage.
6. Trip requests will be approved only when there is a clear need for the activity and only where a private vehicle is determined to be a better means of transporting students than the use of school transportation.
7. Staff may be reimbursed for authorized mileage at the contractual reimbursement rate.