



Proud Traditions... Unlimited Possibilities

## 2021-2022 Transporting Students in a Personal Vehicle Form

Generally, transportation of students is in a motor vehicle owned by the school district and driven by an employee. In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's motor vehicle.

By Board policy, private vehicles will be used only when proof of insurance has been supplied to the Superintendent **and when the parents of the students to be transported have given permission to the Superintendent.**

Employees who transport students for school purposes **must** have the permission of the Superintendent. This policy statement applies to transportation of students for school purposes in addition to the regular bus route transporting students to and from their designated attendance center.

### Requirements:

1. The employee must be at least 18 years of age and be a contracted school employee.
2. The employee is responsible for ensuring that the student wears a seat belt during transportation.
3. The employee is responsible to have a copy of their insurance information located inside the vehicle.
4. In the event of any accident, the vehicle should be secured, emergency personnel called, and the authorizing administrator notified. The Superintendent will be notified of any and all accidents that occur while transporting students in a personal vehicle.
5. A Class D3 Chauffeurs License is required for employees to transport students in a private vehicle throughout the year. This is not required for one time requests.
6. Employees are required to notify the Superintendent within 24 hours if they are ticketed for traffic violations during the fiscal year they are authorized to transport students in a personal vehicle.

I agree to abide by the above requirements and give my consent to have my driving record checked annually by authorized school personnel. A copy of my driving record is available to me upon request.

Employee Name (Printed): \_\_\_\_\_

Check one:    ☐ One time request  
                  ☐ Annual request (Class D3 Chauffeurs License required)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ***Please forward the following documentation and your completed request form to your Building Principal/Program Director:***

- Copy of your current driver's license (with Class D3 Chauffeurs License, if applicable)
- Copy of your current proof of insurance

Building Principal/Program Director Signature: \_\_\_\_\_

### ***Please forward to Superintendent with required documentation:***

Superintendent Signature: \_\_\_\_\_

Employees authorized to transport students in a private vehicle are eligible for mileage reimbursement. The district will reimburse employees authorized to transport students in a private vehicle for the increased cost of the Class D3 Chauffeurs License (if applicable).