

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

- 1.0 These procedures apply to personally owned vehicles driven by employees or students on behalf of the School Department.
- 2.0 The following procedures have been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and the School Department.
 - 2.1 All drivers must have a valid driver's license and vehicle registration, and provide a copy of each to the School Department.
 - 2.2 Motor Vehicle Records may be checked prior to approving any request. Driving privileges will be suspended or terminated if the record indicates an unacceptable number of accidents or violations.
 - 2.3 The employee's supervisor must be notified of any change in license status or driving record.
- 3.0 When operating a personal vehicle for School Department business:
 - 3.1 Permission for such use must be approved by the Superintendent of Schools in writing and in advance. The request for such use must include the Request Form provided with these regulations.
 - 3.2 For any students being transported, the Parent/Guardian Permission Form provided with these regulations must be completed in advance, with copies to be carried with the driver and placed on file in the Principal's office.
 - 3.3 The driver's Personal Auto Liability insurance is the primary payer. The School Department's insurance is in excess of that coverage.
 - 3.4 The driver must carry, at a minimum, the following insurance limits:
 - 3.4.a \$300,000 combined single limit for bodily injury and property damage, or;
 - 3.4.b \$250,000 bodily injury per person, \$500,000 per accident bodily injury, and \$100,000 property damage, and;
 - 3.4.c \$5,000 medical coverage.
 - 3.5 Evidence of current insurance coverage is to be provided to the School Department in advance of the trip, by a copy of the driver's insurance policy declaration page or a Certificate of Insurance.
 - 3.6 The School Department is not responsible for any physical damage to the vehicle. The driver must carry collision and comprehensive coverage.
 - 3.7 For employees, mileage and tolls will be reimbursable upon returning to work.

4.0 In the event of an accident, the driver is expected to:

- 4.1 Contact police department
- 4.2 Comply with public safety personnel instructions
- 4.3 Take necessary steps to protect his/her own life and the lives of others
- 4.4 Not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- 4.5 Report the accident to the School Department as soon as possible.

Adopted: July 16, 2009

**EMPLOYEE REQUEST TO TRANSPORT STUDENTS
BY PERSONAL VEHICLE**

The following information must be provided to the Superintendent of Schools prior to approval being granted for employees to transport students by personal vehicle:

1. Employee making request: _____
2. Proposed driver, if other than employee: _____
3. Date(s) of requested travel: _____
4. Destination: _____
5. Reason for Trip: _____
6. Proposed Itinerary, with approximate times of travel: _____

7. Vehicle to be driven: Make/Model: _____ Year: _____
8. Insurance Provider: _____
9. Policy Number: _____

You must provide with this request:

- _____ One copy of the proposed driver's current license.
- _____ One copy of the Declaration page or Certificate of Insurance from the driver's insurance provider, showing appropriate levels of current coverage.
- _____ One copy of vehicle registration
- _____ A list of all students to be transported.

By signing this document, you are agreeing that you have read and understood the Employee Vehicle Use Procedures (EEAG-R) and will comply with all items noted therein.

Employee's Signature

Date

**PARENT/GUARDIAN PERMISSION FOR STUDENTS TO BE TRANSPORTED BY
PERSONAL VEHICLE**

The following information must be provided to the Superintendent of Schools prior to approval being granted for students to be transported by personal vehicle:

1. Name of student being transported: _____.
2. Student's Birthdate: ____/____/____.
3. Student's Address: _____.
4. Parent/Guardian Name: _____.
5. Parent/Guardian Emergency Phone Number: _____.
6. Date of Travel: _____.
7. Destination: _____.
8. Individual providing transportation: _____.

By signing this document, you are indicating that you are granting permission for your child to be transported in a personal vehicle on the date(s) indicated, and that you agree to the following:

I understand that participation in trip activities could involve risk of physical injury, illness, death or property loss, and despite safety precautions, the School Department cannot guarantee safety thereof, as all risks cannot be prevented. The School Department does not provide health and accident insurance for trip participants, and I understand that any medical expenses, property loss, or other personal expenditures that result during or from this travel/trip, are to be borne by the student/participant, or by their parent or guardian. I also hereby consent and give authorization to trip leaders to secure any emergency medical treatment in event I am unable to, and I agree to be responsible for the costs thereof. I further acknowledge that if I drive my own vehicle, or am a passenger in another's private vehicle in connection with this trip/function, that the School Department's insurance does not cover such a private vehicle. I also understand that the School Department cannot be responsible for assuring the safety and reliability of such private transportation or driver, nor for any non-sponsored activities and travel that I choose to participate in before, during or after the university sponsored function, and I therefore accept the risks and responsibilities associated with such private vehicle travel and activities.

In consideration of the opportunity afforded, with full knowledge and acceptance of the risks associated with this travel and the trip activities, and with full understanding of the above issues/conditions, I hereby release, indemnify and hold harmless the Scarborough School Department, its faculty, staff, Board members, and agents from all form and manner of risks inherent in such travel, and from all claims and demands of any nature arising from participation in said trip.

Parent/Guardian Signature

Date