

USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS

The Board recognizes the need for some school employees to use their privately owned motor vehicles for school purposes either regularly or occasionally.

Privately owned vehicles may be used for student transportation when this is the most practical or only possible method of transportation.

To safeguard MSAD 55 employees and students in matters of liability, the following policy will be observed:

- A. No student may be sent on school errands with an employee-owned vehicle, or a school-owned vehicle.
- B. Field trip and other off-campus school-sponsored activity transportation will be by school bus whenever practicable.
- C. The Superintendent may approve the use of employee private vehicles in situations in which the small number of students, budget limitations or schedule restrictions make bus use prohibitive or impractical.
- D. No employee may transport students alone in a private vehicle without prior authorization by the Administration and/or parent. Transporting students alone should only be done in extenuating circumstances or emergencies.
- E. No student will be allowed to transport other students during any school activity.
- F. For student trips made in private vehicles, the owner must be properly licensed and carry a minimum liability insurance of \$100,000/\$300,000; minimum property damage of \$50,000; and minimum medical coverage of \$5,000. Proof of current license and insurance must be provided to the Superintendent's Office annually.
- G. A Maine driving record check will be conducted on all prospective drivers. In the interest of safety, a prospective driver may be disqualified based on a review of information contained in the record.
- H. The employee/volunteer must not use any cell phone, mobile device for texting or any other communication device while the vehicle is moving. If there is a need for the employee/volunteer to make a telephone call, the employee/volunteer must pull off the road to a safe location and make the phone call while the vehicle is completely stopped.

PARENT AND VOLUNTEER-OWNED VEHICLES

Parent transportation of other students is discouraged. When it is necessary, (as per policy EEAG - Student Transportation in Private Vehicles), parents must complete a written permission slip that indicates MSAD 55 has no responsibility for any accident or injury arising from a parent's transportation of his/her own child(ren) and/or other children in the vehicle to or from a school sponsored event or activity.

Cross Reference: IJOA – Field Trips and Other Student Travel

IJOC – School Volunteers
EEAG – Student Transportation in Private Vehicles
GBEBB – Conduct Between Staff and Students

Adopted: March 6, 2013
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