

Transportation of students by vehicles not owned by the district:

SUBCONTRACTORS PERFORMING TRANSPORTATION SERVICES FOR THE DISTRICT:

Certificates of insurance of commercial general liability insurance with limits of at least \$500,000 are required for all contractors.

Certificates of Worker's Compensation insurance are required.

Certificates are to be filed in the district office prior to the commencement of work.

Insurance for Un-Insured and Under-Insured Motorists with limits of \$500,000 will be required of all contract drivers when their contract is renewed after July 1, 1995. The district will pay for Un-Insured and Under-Insured coverage for all contract drivers until their present contract expires.

USE OF VEHICLES NOT OWNED BY THE DISTRICT BUT USED FOR SCHOOL BUSINESS:

The use of a private vehicle for transporting students must have written permission from the Superintendent or designee.

- ✓ This permission may be in the form of a standing permit for employees or citizens who use their own vehicles regularly for school purposes. The permit will state the particular purpose, and whether it includes transportation of students.
- ✓ For every special trip involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- ✓ The Board specifically forbids any employee or citizen to transport students for school purposes without prior authorization by the Superintendent or his designee except in emergency situations as determined by the supervisor on site.
- ✓ No student will be sent on non-curriculum-related school errands with his own vehicle, an employee's vehicle, or a District-owned vehicle.

Proof of individual vehicle owner automobile liability insurance is necessary when vehicles not belonging to the district are used for school business. A copy of the declarations page of the auto policy with a limit of at least \$500,000 on the individual's personal liability policy is required. Documentation is to be filed at the Superintendent's office prior to the use of the vehicle.

Policy History:

Adopted On: August 14, 1995

Revised: October 16, 2000

Auto policy limit revised: 1/23/02

Revised: October 18, 2006

Revised: February 17, 2010