

**TRANSPORTATION POLICY  
USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS  
BY EMPLOYEES AND VOLUNTEERS FOR STUDENT TRANSPORTATION  
AND OTHER PURPOSES**

The School Committee recognizes the need for some school employees and volunteers to use their own automobiles for school purposes regularly or occasionally. To safeguard the district, employees, and students in matters of liability, particularly as this relates to an employee or volunteer transporting a student or students, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee or volunteer must have the written permission of the Superintendent or his or her designee;
  - a. This permission may be in the form of a standing permit for employees or volunteers who use their own cars regularly for school purposes. The permit shall state the particular purpose, and whether it includes transportation of students;
  - b. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip;
  - c. Drivers must have a current drivers license and proper insurance.
2. No student shall be sent on school errands using any automobile; and
3. Reimbursement for use of private vehicles will be made only when the staff person or volunteer has prior approval of the Superintendent, which shall indicate specifically the extent of reimbursment.
4. All safety procedures, including the use of seat belts and occupancy limits, shall be observed, including all applicable federal, state and local laws regarding the operation of motor vehicles
5. Any vehicle so used must be fully registered, have a current inspection sticker, be properly insured with limits of at least minimum coverage of \$100,000/\$300,000 coverage and be in a clean and safe condition.
6. The Superintendent, principal or authorized agent may impose additional conditions as the circumstances may warrant.
7. Any staff member or volunteer acting under this policy must acknowledge receipt, understanding and agreement to abide by the policy and have a current CORI on file.

I, the undersigned staff person or volunteer, acknowledge receipt of this policy, understand it and agree to abide by it.

Signature:

Print Name:

Contact Number:

*Adoption: December 2014*

*First Reading 2014 Revision: October 6, 2014*

*Second Reading: October 20, 2014*

*Third Reading/Adoption: December 8, 2014*

*Proposed Reconsideration: December 2019*

***Hull Public Schools***