

**TRANSPORTATION POLICY FOR
USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS
STUDENT/PARENT/GUARDIAN ACKNOWLEDGMENT**

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 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 reimbursement.
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, or parent or guardian, acting under this policy must acknowledge receipt, understanding and agreement to abide by the policy.
8. I understand and acknowledge that it is my responsibility to provide transportation for myself and/or the student named herein to this activity and that the School Department is not responsible for same. I further acknowledge that the School Department may at its option from time to time provide transportation for myself and/or the student named herein via buses, staff or volunteer vehicles or other means of transportation. Unless I advise the School Department specifically in writing, I authorize myself and/or the student named herein to be so transported under this release and agreement via such buses, staff or volunteer vehicles or other means of transportation.

9. I further understand and acknowledge that from time to time students may arrange amongst themselves for transportation to school events, including students transporting students or others providing transportation. I agree and acknowledge that the School Department is not in any way responsible or liable for such transportation and that the same is not approved by the School Department. The School Department has no control over or responsibility for the condition of said means of transportation or the qualifications of any such drivers. Any assistance or facilitation provided in any manner by the School Department for any transportation that is not required by law is as a voluntary courtesy only.
10. I understand and acknowledge that it is my responsibility to be satisfied as to any particular transportation situations involving myself and/or the foregoing student.

I, the undersigned student, parent, or guardian of
acknowledge receipt of this policy, understand and agree to it and agree to the transportation of the foregoing child under this policy. I understand that this policy is not an explicit and specific assurance of safety and assistance. I understand that it is my responsibility to be satisfied as to any particular transportation situations involving the foregoing child.

Signature:

Print Name:

Contact number:

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