

# TRANSPORTING STUDENTS IN DISTRICT PROVIDED VEHICLES

## Policy 751.4

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The School Board recognizes the need for some district employees and other persons serving in an official capacity to transport students to educational opportunities. Transporting students in district-provided vehicles allows the district to cost-effectively provide transportation for this limited number of individuals.

The following procedures must be complied with when transporting students in district-provided vehicles:

1. District employees are prohibited from using district-provided vehicles for any personal purpose. Uses of these vehicles are for school district-approved events only.
2. No person shall be approved for the transportation of students in a district-provided vehicle who is not an employee of this District or an approved volunteer.
3. The driver must be at least 21 years old and have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator, unless otherwise provided in accordance with section 121.555(2) (cm) of the state statutes.
4. District-provided vehicles are to be reserved at least five days in advance in the District Office using the District –provided Vehicle Request Form.
5. A copy of a valid Wisconsin Driver License must be provided to the District Office prior to the use of a district-provided vehicle.
6. The District will conduct a criminal background check and driver record check as required by state law prior to approving a driver. If violations are on record, which might represent a danger to the health, safety, or welfare of children, the request to transport student(s) will be denied.
7. A driver shall not operate school vehicles if within the past two years: their driver's license was revoked or suspended, they were convicted of reckless driving, or driving while under the influence of an intoxicant or of a controlled substance.
8. The driver and passengers must wear seatbelts.

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9. Any traffic violations committed by a driver while using district-provided vehicles are the financial responsibility of the driver. The vehicle driver and passengers must follow all applicable state of Wisconsin safety and legal requirements.
10. The district shall assume no responsibility for liability in case of accident, unless the employee or other person serving in an official capacity has met the District requirements and been approved to transport students.
11. Upon return of the vehicle to the school, the driver must make sure each student has proper transportation home and remain at school until all students have left school property.

### **Legal References:**

### **Cross References:**

**Adoption Date:** 1/16/2017