

751.5 RULE: PROCEDURES FOR DRIVER APPROVAL TO TRANSPORT STUDENTS BY PRIVATE VEHICLE

Staff members must determine that transportation by District vehicle is either not available or feasible before transporting students by private vehicle. The following procedures are to be followed whenever a staff member or approved volunteer will be transporting students by a private vehicle. These procedures do not apply if the vehicle is a bus or van chartered from a licensed operator.

- A. No person shall be approved for the transportation of students in a private vehicle who is not an employee of this District or an approved volunteer.
- B. 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.
- C. The private vehicle must be owned by the approved driver or the spouse.
- D. The driver must provide a copy of his/her valid State of Wisconsin driver's license to the building principal or designee.
- E. The intended private vehicle must pass a driver-conducted safety check of the following to ensure they are in proper working condition: headlights, directional signals, brake lights, hazard warning lights, windshield wipers, mirrors, seatbelts, and tires.
- F. In all cases, the driver and passengers must wear seatbelts.
- G. The vehicle must be insured for liability in an amount not less than \$250,000/\$500,000 Bodily Injury, and \$100,000 Property Damage.
- H. The building principal will be provided with a list of names of the students who will be riding in the private vehicle.
- I. A completed criminal background and driver record check will be on file in the principal's office. If violations are on record, which might represent a danger to the health, safety, or welfare of children, the request will be denied.
- J. A driver shall not be approved if, within the past two years, they have: had their driver's license suspended or revoked; been convicted of reckless driving; or convicted of driving while under the influence of an intoxicant or of a controlled substance.
- K. Written consent must be obtained from each student's parent using the *Parental Consent for Transportation by Private Vehicle Form*. No student shall be allowed to ride in the vehicle without his/her parent's written consent.

- L. The *Request for Transportation by Private Vehicle Form* must be submitted by the driver to the principal or designee for his/her approval at least (5) days prior to the trip. The Parental Consent Form must be attached to this request form
- M. The professional staff member or approved volunteer is responsible for the discipline and control of students when transporting students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the Principal or designee.
- N. Upon return of the vehicle to the school, the driver must ensure each student has proper transportation home and remain at school until all students have left school property.

Approved by the Board of Education on May 18, 2009