

## NONINSTRUCTIONAL OPERATIONS

### Private Vehicle Transportation

Whenever students are transported via private auto during field trips or other officially sanctioned activities, the following requirements are necessary:

- A. The parent of each student shall sign a permission slip consenting to the use of private transportation.
- B. The principal shall assume responsibility for determining that the driver of the automobile is properly licensed.
- C. The district's liability coverage shall cover the risk assumed by the district. The driver of the vehicle shall acknowledge that he/she will assume full responsibility for any liability or property damage, comprehensive, or collision claims made by or against the driver or owner of the vehicle. The district shall not be obligated to pursue action against another party who may through negligence do damage to either persons or vehicles enroute to school events.

### "In Lieu" Transportation

The following procedures shall apply when "in lieu" transportation is used:

- A. All requests for "in lieu" transportation shall be directed to the transportation department.
- B. The transportation department shall distribute instructions and reimbursement claim forms for all approved requests. The driver of the private vehicle shall acknowledge that the driver or owner assumes full responsibility for any liability, property damage or collision claims associated with "in lieu" transportation.
- C. The school shall accept claim forms on a monthly basis and verify attendance, and transmit completed claim forms to the transportation department.
- D. The transportation department shall forward completed claim forms to business office.

Private Vehicle Transportation

When a private vehicle is used to transport students, district liability is implied. Therefore, the district must exercise care in the following manner:

- A. Parents of passengers in the private vehicle should be advised prior to the trip.
- B. The vehicle should be insured for liability and property damage and should be driven by a licensed driver authorized by the principal.
- C. The vehicle should be mechanically sound.

The trip must have the advance, written approval of the building principal. The district should contact the insurance broker and have written confirmation that the district's liability insurance protects the district as well as providing third party liability coverage for the vehicle owner in the event of any legal action. In the event your insurance carrier does not provide this coverage, the district should advise the driver/owner that the district's liability policy covers the district's liability but does not cover the driver/owner. You may wish to advise your coaches and other staff members who may use their private vehicle to transport students on an occasional basis to increase their liability limits to \$1,000,000.00. This is available to some drivers at a reasonable charge.

Typically, a school's insurance policy may specify: Insured means... (c) any other person while using an owned automobile or hired automobile with the permission of the named insured, provided that actual operation...is within the scope of such permission...Hired automobile means an automobile not owned by the named insured which is used under contract in behalf of, or loaned to, the named insured...

Third party liability insurance generally covers school staff members, however, it covers parents and fellow students as volunteers and only to the extent they are acting at the request of and on behalf of the district on an official school activity. Because a district's vehicle insurance is usually not primary and because it does not cover damage to a privately owned vehicle, staff and parents furnishing transportation to official school activities on behalf of the district must carry adequate insurance, including at least \$100,000/\$300,000 bodily injury liability and \$50,000 property damage, or a combined \$300,000 single limits bodily injury/property coverage.