

Administrative Procedures

 AP 807- Transportation in Private Vehicles	References: <i>Driver Authorization for Transportation in Private Vehicles and/or Division owned vehicles form</i> Related:	Tracking: Dec 2022 - reformatted
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TRANSPORTATION IN PRIVATE VEHICLES

The Board of Education strongly favors the practice of using buses to transport students. However, the Board recognizes that there will be times when it is impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles.

PROCEDURES

1. *Special Events*

- a. Private vehicles may be used for special events if the numbers of students involved does not warrant the use of a school bus. The event must be school approved.
- b. Only employees or parents and guardians may convey students. They must have completed a [Driver Authorization for Transportation in Private Vehicles and/or Division Owned Vehicles form](#) and have it approved by the principal annually.
- c. A student may transport him or herself to school-approved events if the principal approves.
- d. Teachers or parents authorized to use their vehicle by the principal must have third party liability insurance of at least two million dollars.
- e. Rental or lease agreements for vehicle use must include appropriate insurance coverage including third party liability of at least two million dollars.
- f. Parents and guardians using their vehicles may be reimbursed at the school division rate.

2. *Career and Work Exploration Program*

- a. Students participating in Career and Work Exploration programs are to receive Board mileage rate for one-way travel to their place of employment.
- b. Parents or guardians transporting students are to receive the Board rate for one-way travel to the place of employment.
- c. Parents or guardians may claim for a return trip if they transport students back to the school.

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