The Board recognizes the need in exceptional cases for use of a personal vehicle to transport students for school-related purposes by parents or professional staff members such as coaches, music teachers and activity sponsors. To safeguard the school, employees and students in matters of liability, the following policy shall be observed.

To use a private vehicle for school purposes, the driver must have written permission of the Director or designee. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors, distance, etc. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose and whether it includes transportation of students.

Drivers with standing permit or with special permission to use their own vehiclesfor transporting students must carry their ownproof of license and liability insurance coverage in compliance with state law. A current record of such coverage, copy of the driver’s license, motor vehicle registration for the vehicle being used, driving record of the driver, and insurance card shall be placed on file with the appropriate administrative official at the schoolprior to the transportation of students. A memo of understanding shall be signed by the staff member and the principal acknowledging that the staff member’s personal liability insurance shall be used first for any necessary coverage.

Drivers using private vehicles for school purposes are subject to all prohibitions applicable to drivers of school vehicles (e.g., possession or use of drugs or alcohol, texting while driving, etc.).

This policy is not intended to include private motor vehicles used exclusively to carry members of the owner’s household or informal or intermittent arrangements such as sharing of actual gasoline expense or participation in a car pool.

Adopted: 9-28-13

LEGAL REFS: C.R.S. 22-32-113 (4)

C.R.S. 42-7-101 et seq. (Motor Vehicle Financial Responsibility Act)

Reviewed: 9.16.16