**File:  EEAG**

**Student Transportation in Private Vehicles**

When students are transported by private vehicles, whether by staff or public, they ARE NOT covered by the school or the school’s insurance for any liability for injury or damage to anyone else nor are they covered for injury or damage to themselves or their vehicle outside of what they may have coverage for in their own personal auto insurance.

A staff member may transport a student or group of students in a personal vehicle for school-related purposes only if the staff member has special permission covering the specific trip (see EEAG-E).

Special permission for providing student transportation may be granted in exceptional cases by the Director.  Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors, distance, etc.

Personnel or public with special permission to use their own vehicles for transporting students must carry their own liability insurance coverage in compliance with state law.  A copy of the staff member's driver's license, motor vehicle record, background check, vehicle registration, and insurance card shall be placed on file with the appropriate administrative official prior to the transportation of students.  A memo of understanding shall be signed acknowledging personal liability insurance shall be used first for any necessary coverage.

Adopted: 10.17.15

*LEGAL REFS.:  C.R.S.*22-32-113 (4)

C.R.S. [42-7-101](http://www.lpdirect.net/casb/crs/42-7-101.html) *et seq.* *(Motor Vehicle Financial Responsibility Act)*

Reviewed: 10.15.16