

Management Support

Private Vehicle Transportation of Students

Use of Private Vehicles by Non-District Individuals

To obtain authorization to transport students in one's own vehicle, the following criteria must be met:

- A. Permission must be granted by the Superintendent or his/her designee. Permission will only be granted for emergencies or rarely occurring pre-planned activity that such transportation mode is expedient.
- B. For pre-planned rarely occurring activities, the non-district individual will complete form 6625F1.
- C. The site supervisor will complete a school authority checklist and forward the packet to Risk Management.

Use of Private Vehicles by District Employees

- A. Permission must be granted by the employee's supervisor for pre-planned rarely occurring events.
- B. The employee will complete form 6625F1. Form 6625F1 will be signed by the employee's supervisor and forwarded to Risk Management.

Adopted: December 10, 2003

Revised: May 23, 2018