

Management Support

Private Vehicle Transportation

The board authorizes the use of private vehicles under the following circumstances:

1. **Use of private vehicles by non-school district individuals.** Under certain circumstances, the district may request parents, or a responsible adult, to drive children to school or other district events in their own private vehicle. In all cases, a parent or other responsible adult must provide proof of automobile insurance, a driver's abstract and complete Form 6625F1. Mileage reimbursement may be approved upon request on a case-by-case basis at the discretion of the Superintendent or his/her designee.
2. **Use of private vehicles by employees.** Upon written approval of the principal or designee, staff may transport students when a student's welfare is involved; when due care dictates prompt action, when engaged in occasional field trip activity or when engaged in an occasional extracurricular activity. The staff member must be on the authorization list approved to transport students. The staff member will acknowledge that he/she agrees to assume full responsibility for any liability or property damage, comprehensive or collision, made by or against the driver/owner of the vehicle. Mileage reimbursement may be approved upon request on a case-by-case basis at the discretion of the Superintendent or designee. All district employees transporting students to and from school-related activities in a private vehicle with a seating capacity of eight (8) or less, including the driver, but not for scheduled routes between home and school, must complete Form 6625F1.
3. In the case of any District employee, parent, or authorized volunteer who uses his/her personal automobile for authorized district business must have a policy of insurance on the automobile with minimum limits of \$50,000 for property damage, \$100,000 per person for personal injury, and \$300,000 aggregate.
4. The Superintendent may establish other appropriate procedures for the use of private automobile transportation.

Cross References: Policy No. 6630 - Driver Training/Responsibility
Policy No. 6530 - Insurance

Legal References: RCW 28A.160.030 Authorizing individual transportation or other arrangements
WAC 392-143-070 Other vehicles used to transport students

Adoption Date: September 22, 1993
Revised: November 9, 1994
Revised: December 11, 1996
Revised: August 27, 2003
Revised: December 10, 2003
Revised: May 23, 2018