

## **Private Vehicle Transportation**

The use of private automobiles for the transport of district students by other than the student's parent or guardian is discouraged. Whenever students are transported via private auto for officially sanctioned district activities, the following procedures and requirements are necessary:

- A. The parent of each student being transported shall sign a permission slip consenting to the use of private transportation. The permission slip shall hold the district harmless for any liability in connection with the transportation.
- B. The principal shall assume responsibility for determining that the driver of the automobile is properly licensed and has adequate insurance prior to his/her authorization of the transportation.
- C. Upon written approval of the principal, staff may transport students when a student's welfare is involved; when due care dictates prompt action, when engaged in field trip activity or when engaged in an extracurricular activity. The staff member shall provide verification of one (1) million dollars of liability insurance; for non-planned, incidental and short term emergency situations, three hundred thousand dollars (\$300,000) liability insurance and 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. The driver shall also provide evidence that he/she is legally licensed to drive in the state of Washington. Only under extreme emergency conditions, when the welfare of the student is involved and the when no sanctioned method of transportation is available, may a staff member waive the insurance requirements listed above. The district's liability insurance shall cover the risk assumed by the district. The mileage of the staff member shall be reimbursed by the district.

## **"In-Lieu" Transportation**

The following procedures shall apply when "in lieu" transportation is used:

- A. All requests for "in lieu" transportation shall be directed to the business department.
- B. The business department shall distribute instructions and reimbursement claim forms for all approved requests. The driver of the private vehicle shall acknowledge that the driver or owner assumes full responsibility for any liability, property damage or collision claims associated with "in lieu" transportation.
- C. The district shall accept claim forms on a monthly basis and verify attendance, approve the request, and transmit completed claim forms to the accounts payable department.