

Wilson County Board of Education

Policy Description: Private Vehicles Page 1 of 2	Policy Number: 3.404	Amended Date: 05/03/10
	Rescinds: 700-11-1	Reviewed: 04/10 Issued: 08/96

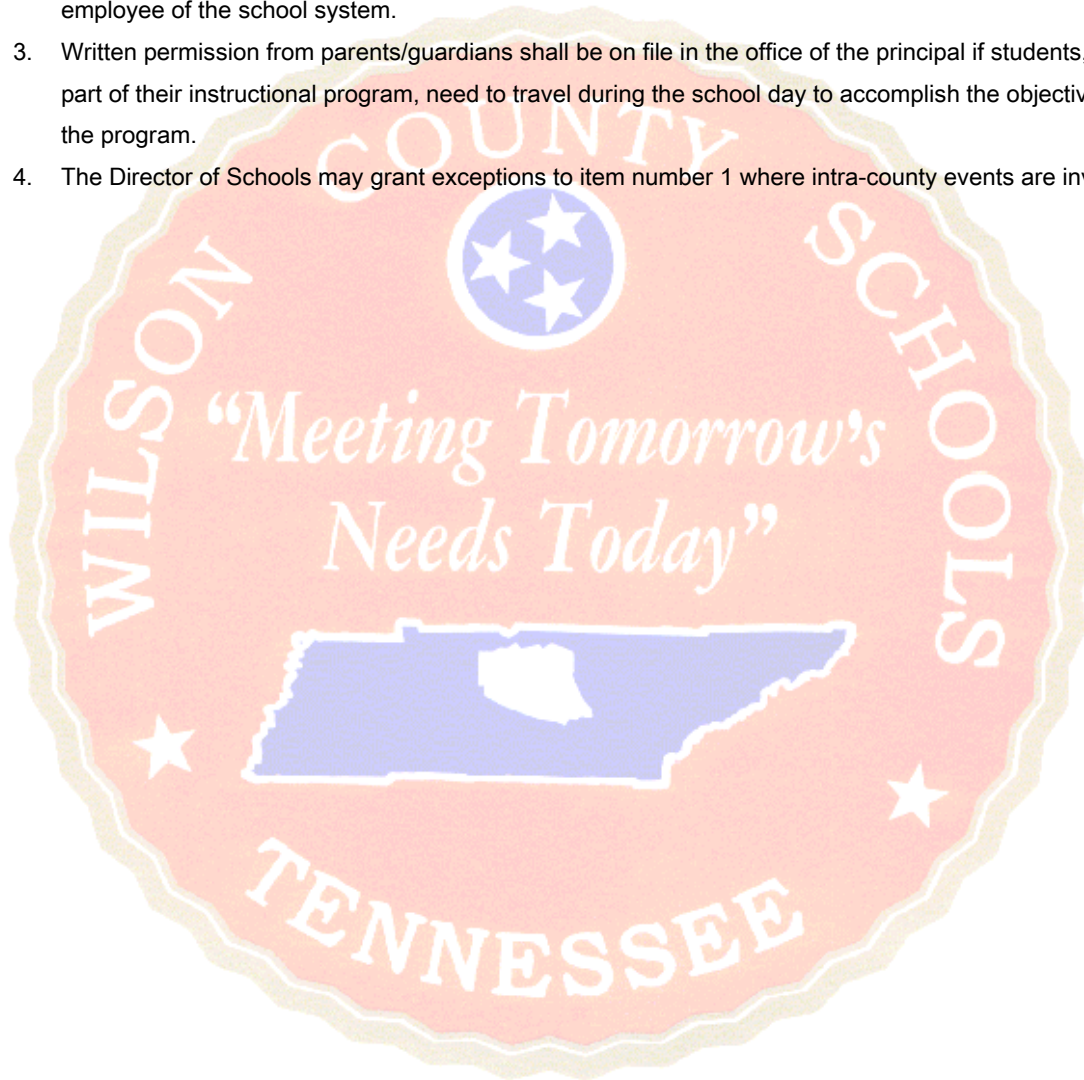
1 The Board recognizes that certain employees may need to use their private vehicles for school purposes. With
2 the use of private vehicles, the following policy shall be observed:

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- 4 1. To use a private vehicle for school purposes, the employee must have the written permission of the
5 Director of Schools or his/her designee and proof of vehicle liability insurance coverage in the following
6 forms:
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 - 8 • A copy of the insurance certificate issued to the insured indicating liability limits of at least
9 \$100,000/300,000/50,000; and
 - 10 • A specific permit for each trip involving students, including field trips.
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- 12 2. There shall be a standing permit for employees who use their own cars regularly for school purposes.
13 The permit shall state the particular purpose and whether it includes transportation of students.
- 14 3. The school system shall assume no responsibility for liability in case of accident, unless the employee
15 has the proper authorization described above.
- 16 4. The Board specifically forbids any employee to transport students for school purposes without prior
17 authorization by the Director of Schools or his/her designee.
- 18 5. Privately owned buses and drivers of such shall meet all requirements of State law and State Board
19 Rules, Regulations and Minimum Standards.¹ Charter bus companies must be approved in advance
20 by the Director of Transportation.
- 21 6. No student shall be sent on errands, personal or school related, in a vehicle owned by the student, an
22 employee, or the school system.
- 23 7. No employee may ask for or give permission to students to transport other students to and from any
24 school or school related activity without written parental permission and proof of student insurance.
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¹ TRR/MS 0520-1-5

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

1. When students are participants in athletic, club, or organization events, they are not allowed to drive themselves or other students, nor may they ride with other students to the activity. If school transportation is unavailable, parents of the students or school employees may transport students provided written permission is on file with the coach or sponsor of the activity.
2. No student shall be sent on errands, personal or school related, in a vehicle owned by the student or an employee of the school system.
3. Written permission from parents/guardians shall be on file in the office of the principal if students, as part of their instructional program, need to travel during the school day to accomplish the objectives of the program.
4. The Director of Schools may grant exceptions to item number 1 where intra-county events are involved.



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