

NORTH BRANFORD BOARD OF EDUCATION

SERIES 2000: PERSONNEL

P2300

PRIVATELY OWNED VEHICLES

The North Branford Board of Education strongly encourages all transportation of students to be on buses or other school transportation vehicles which conform to the requirements of State law and regulations. The Board recognizes that in limited circumstances, district employees may use private vehicles to transport students. Use of a private vehicle for transportation may only be considered when regular district transportation is unavailable.

Parents are responsible for transporting children home from school if the school day has ended, or is not in session, and regular school buses are not available. District employees will not transport students except in accordance with this policy.

Any district employee who uses a private vehicle to transport students must have a valid driver's license as well as proper liability insurance. Private vehicles used to transport students must be properly registered with the Connecticut Department of Motor Vehicles.

Where a district employee is using a private vehicle to transport students for a school program or activity, the employee must comply with the following provisions:

1. The building principal must approve the trip in advance. If the transportation is for purposes of a field trip, the building principal and central administration must have received the appropriate paperwork and approved said field trip in advance.
2. The building principal needs to approve the use of a private vehicle for transportation purposes. Parent authorization forms must notify the parent that a district employee will be transporting the student in a private vehicle. Parents must provide signed consent for this transportation.
3. The district employee may not transport more persons than the vehicle was designed to carry and/or the number of seat belts in the vehicle (whichever is less).
4. The district employee must provide a copy of his/her driver's license and a verification of liability insurance in form and amount acceptable to the administration, which the building principal will keep in a file.
5. The district employee's personal automobile insurance will be the primary

coverage in any claim arising from an accident. School district insurance will only apply as excess coverage.

6. If a district employee is transporting only one student in a private vehicle, a second responsible adult must be present in the vehicle.

Legal References: Connecticut General Statutes
14-1 Definitions
14-212 Definitions

Policy Adopted: 1/21/10