

Student Transportation in Private Vehicles

With very limited exceptions as provided below, it is the general policy of the district that employees shall not transport students in personal vehicles. The district's general practice and preference for transporting students is to use the district's contracted transportation provider or district-owned vehicles with approved, qualified employee drivers. An authorized employee may transport a student or group of students in the employee's personal motor vehicle for school-related purposes only if the employee has standing authorization to do so or with special permission covering the specific trip, for exceptional cases on an intermittent basis.

The Board shall grant standing authorization to school administrators and other student services personnel, including transition coordinators and transition coaches, as designated by the superintendent. Such authorization shall be in writing.

Use of personal motor vehicles shall not be approved to avoid adequate preplanning to request a school bus and driver.

Personnel with standing authorization or with special permission to use their personal motor vehicles for transporting students are required to show proof to the superintendent or designee that such employees carry automobile liability insurance that complies with Colorado law as it currently exists or may from time to time change. A record of such coverage shall be placed on file with the appropriate administrative official at least two weeks in advance of the proposed trip. The authorized administrator shall maintain a copy of his/her driver's license and motor vehicle record on file with the appropriate administrative official prior to transporting any students. Personnel must have completed and have a record on file confirming completion of all applicable Colorado Department of Education transportation driver requirements.

While transporting students within the scope of employment, employees may not deviate from normal duties and responsibilities (i.e., making personal stops with students in the vehicle). Employees who are granted special permission to transport students in personal motor vehicles must hold a valid Colorado driver's license and shall submit their names for Department of Motor Vehicles background checks annually to the department of facilities. Such employees may be subject to random alcohol and drug screening tests in accordance with Board policy. A memo of understanding (EEAG_E) shall be signed by the staff member and district administrative official(s) acknowledging that the staff member's personal liability insurance shall be used first for any necessary coverage.

Personal motor vehicles that may be used to transport students under this policy must have an annual inspection as required by the Colorado Department of Education, with a record of the inspection on file at the district. Personal motor vehicles approved for transporting students must be equipped with seatbelts for every passenger, road-worthy, in safe operating condition and properly insured, registered and licensed. Employees shall submit proof of insurance, registration and licensure to the department of facilities annually.

Authorized employees who drive their personal motor vehicles to transport students do so at their own risk. The employee is responsible for the cost of fuel, oil, tires, maintenance, insurance, towing and wear_and_tear for, depreciation of, and damages to his/her personal motor vehicle. The employee may submit a mileage reimbursement request for approved trips. The employee's personal automobile insurance is the primary coverage for accidents.

Authorized employees are entirely responsible for the cost of any motor vehicle violations and infractions incurred while transporting students in their private vehicles. Any moving violation, including DUIs, incurred after approval for standing authorization or special permission for a trip shall revoke permission for the employee to transport students for five years and the employee may face disciplinary action.

Only a pre_approved employee may drive his/her personal motor vehicle during the time of transporting students for either standing authorization or special permission trips. The only passengers permitted in the employee's vehicle are the students registered for the trip and any other adult chaperones (employees or approved volunteers) who are made known to the superintendent in the trip planning process and pre_approved by the superintendent.

Authorized employees must adhere to the Board's policy on drug/alcohol testing for bus drivers and the Board's policy on alcohol and drug_free workplace at all times when transporting students. Employees shall not use prescription drugs when transporting students that have warning labels not to drive motor vehicles while under their influence.

All employees who are approved to transport students in private vehicles must receive the district's small vehicle training and certification as provided by the transportation department on an annual basis in compliance with regulations by the Colorado Departments of Education and Transportation.

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Pueblo School District No. 60, Pueblo, Colorado

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