

USE OF PRIVATE VEHICLES

The Board recognizes the need for some school employees and volunteers to use their own automobiles for school purposes. To safeguard the District, employees, students, and volunteers, particularly as it relates to transporting students, the following policy shall be observed:

1. The District shall assume no responsibility for liability in the case of an accident involving employees or volunteers when using their personal vehicle.
2. All individuals who want to use a private vehicle for school purposes must have the written permission of the Principal or his/her designee.
 - a. Permission may be in the form of an annual permit for individuals who use their own cars regularly for school purposes or for specific occasions. The permit shall state the particular purpose, and whether it includes the transportation of students. The individual will be required to provide proof of insurance, with minimum limits of \$100,000/\$300,000 personal injury and uninsured/underinsured motorist coverage, before written authorization can be granted.
 - b. For all trips for which an annual permit has not been issued, whether or not they involve the transportation of students, a special permit must be approved in advance of the trip. The employee/volunteer must provide proof of a valid driver's license and insurance, with minimum limits of \$100,000/\$300,000 personal injury and uninsured/underinsured motorist coverage, before written permission can be granted.
3. Employees are prohibited from utilizing their vehicles for any school purposes without the prior written authorization of the Principal or his/her designee.
4. Any individual authorized to use a private vehicle for school business purposes must, at all times, wear a seat belt. All passengers are also required to wear a seat belt.
5. No student shall be sent on school errands using any automobile.
6. Mileage reimbursement for the use of private vehicles shall only be made to staff members using their vehicles for school business purposes, and only when the staff person has the prior approval of the Principal or his/her designee.

7. All individuals requesting permission to use their private vehicle for school purposes must sign that they have read and understand this policy and release, indemnify, and hold the District harmless from action.

I, _____, have read and understand the Bartlett School District policy regarding the use of private vehicles and release, indemnify and hold the District harmless from any action.

_____/_____/_____
(Signed) (Date)