

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 OR DAMAGES IN THE CASE OF AN ACCIDENT INVOLVING EMPLOYEES OR VOLUNTEERS WHEN USING THEIR PERSONAL VEHICLE.**

2. All individuals shall not use their vehicles for any school purposes without the prior written authorization of the Principal or his/her designee.
 - A. Permission may be in the form of an annual permit for employees who are regularly required to use their own cars for transporting students. The permit shall state the particular purpose and the number of students being transported. The individual will be required to provide a copy of a valid driver's license, proof of insurance, with minimum limits of \$250,000/\$500,000 bodily injury and \$100,000 property coverage, as well as written documentation from the insured's insurance carrier stating that regular transportation of students is covered under the policy.

 - B. For all regular trips that do not involve the transportation of students, or for periodic 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 coverage with minimum limits of \$25,000/\$50,000 personal injury and \$100,000 medical payments before written permission can be granted. The District recommends minimum limits of \$250,000/\$500,000 personal injury and \$100,000 property coverage.

 - C. The individual must have their own insurance and be responsible for their deductible, comprehensive, and collision. The Board will pay up to \$250.00 of the deductible in case of a claim.

 - D. For those employees transporting students on a regular basis as outlined in 2A, the District will pay an automobile allowance of \$350 per year in addition to mileage reimbursement. Such allowance is contingent upon the job description/requirements and the procedures of the Business Office. The Superintendent shall determine eligibility.

3. 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.

4. No student shall be sent on school errands using any automobile.

5. When authorized, mileage reimbursement for the use of private vehicles shall only be made to persons using their vehicles for school business purposes, and only when the staff person has the prior approval of the Principal or his/her designee.
6. 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 Conway School District policy regarding the use of private vehicles and release, indemnify, and hold the District harmless from any action.

_____/____/____
(Signature) Date

Adopted by Conway School Board – June 15, 1995
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Reviewed with no change – June 1999
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Reviewed with no change – October 2, 2007