

**USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS
ADMINISTRATIVE PROCEDURES**

- A. To use a private vehicle for school business, a staff member must have written permission from the Superintendent/designee. The request for permission must be made at least one week in advance of private use.
 - 1. Standing permits may be issues to employees who use their own cars regularly for school business. The permit shall state the particular purpose and whether it includes transportation of students.
- B. All staff members authorized to use their private vehicles for school business when transporting students shall be required to show proof of adequate liability coverage.
- C. The School Department shall assume no responsibility for liability in case of accident unless the staff member has the authorization described above.
- D. The School Committee specifically forbids any staff member to transport a student for school business without prior authorization.
- E. No student shall be sent on school business in his/her own vehicle.
- F. The checklist, form EEBB-E, must be completed prior to use of a private vehicle for student transportation.

Adopted: 7/9/98