

EMPLOYEE USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

This policy applies to personally owned vehicles driven by employees on behalf of the Brunswick School Department and has been established to promote the safe operation of vehicles while transporting students.

Any Brunswick School Department employee, who intends to use his or her private vehicle for the purpose of transporting students to school functions or for school department business, must obtain prior written authorization from his/her building principal or other appropriate administrator. The administrator may authorize employees to use their private vehicles for such purposes provided the following conditions are met. The administrator's decision to approve or deny an employee's request is final.

- All drivers must have a valid driver's license, a valid Maine registration and current Maine inspection sticker for the vehicle.
- All drivers must notify their building administrator of any changes in their license status or driving record. All drivers must submit a written request for such use, which must include the date of the requested trip, the purpose of the trip, the itinerary, and names of all persons to be transported.
- For any students being transported, a parent/guardian permission form must be completed in advance, with copies to be carried with the driver.
- The transportation of single students is highly discouraged and will be allowed only under exceptional circumstances.
- At its discretion, the Brunswick School Department may check a driver's motor vehicle records before approving any request.
- All vehicle occupants must wear a functioning seatbelt at all times.
- The operator shall ensure that a child who is less than 12 years of age and who weighs less than 100 pounds is properly secured in the rear seat of a vehicle, if possible.
- All school board conduct policies are in effect when transporting students to and from school functions or extra-curricular activities.
- All motor vehicle laws must be obeyed.
- Transportation by motorcycle is not permitted.
- No person except the employee submitting the request is permitted to drive the vehicle.
- No cell phones or other handheld devices shall be used while driving.
- Drivers will make every effort to take the most direct route to reach their destination.
- Drivers must carry, at a minimum, the following insurance limits: \$100,000/\$300,000 in coverage.
- Drivers must submit evidence of current insurance coverage in advance of the trip (either a copy of the policy's Declarations page or a Certificate of Insurance).
- The Brunswick School Department is not responsible for parking or traffic tickets.
- With advance approval, and upon the submission of proper documentation, mileage and tolls will be reimbursable upon returning to work.

- The Brunswick School Department shall assume no responsibility for liability in cast of accident unless the staff member has the authorization as listed in this policy.
- The Brunswick School Board specifically forbids any staff member to transport any student for school business without prior authorization.

In the event of an accident:

- Drivers shall comply with all police instructions.
- Drivers should not assume or admit fault for any accident. Appropriate individuals/authorities will assess liability and negligence after a thorough investigation.
- Drivers must report the accident to the Brunswick School Department immediately.

By signing this document, you are agreeing that you have read and understand the Employee Vehicle Use Procedures and will comply with all items noted herein.

Employee's Signature

Date

Printed Name

Adopted: 11/10/10