

Section 4000 – Business Management

4350-R Student Transportation in Private Vehicles

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Student Self-Transportation - Field Trips

When private vehicles are used for field trips, the following requirements shall be met:

1. Only an adult (non-high school student) licensed driver shall be allowed to drive the vehicle. The health and driving record of the driver shall also be taken into consideration.
2. The vehicle shall be equipped with seatbelts and the number of passengers limited to the number of seatbelts available. Seatbelts shall be used at all times by all passengers when the vehicle is in operation.
3. The vehicle shall be generally in good condition, particularly as it pertains to safety equipment such as brakes, horn, tires, lights, etc.
4. Vehicle and driver shall be insured.
5. No open-type vehicle, such as a pickup or truck, shall be used for transporting students other than in the cab of the vehicle where proper seat belts can be used.
6. Non-ownership insurance as a secondary coverage may be carried by the District either on a permanent or temporary basis as determined by the Superintendent.
7. A form verifying certain desired information to be signed by the driver of the vehicle shall be kept on file.

Student Self-Transportation – Extra-Curricular Activities

1. A copy of these rules shall be sent to the parents/guardians of each student who participates in extracurricular activities prior to any event requiring students to participate away from the home school.
2. No student who is a participant shall drive to an extracurricular activity outside of a twenty (20) mile radius of the home school.
3. The building administration shall determine the method of transporting students to such activities in accordance with the following:
 - a. Outside of a fifteen (15) mile radius of home school, school transportation may be used whenever feasible. In determining feasibility, the size of the group to be transported, the availability of a compatibly sized vehicle, and the availability of an approved driver shall be considered.

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- b. If school transportation is not feasible, then licensed common carriers may be used.
- c. If school transportation or a licensed common carrier is not feasible, then private motor vehicles operated by adults may be used. The building administration shall verify that the owner of the vehicle has liability insurance coverage of at least \$100,000- \$300,000. Such owners must sign a form (at least once each school trimester/semester) stating that they have \$100,000- \$300,000 in liability insurance.
- d. Within a twenty (20) mile radius of the home school, students who are licensed drivers may drive to the activity. Parent(s)/Guardian(s) who seek permission for their son/daughter to provide their own transportation to other Board approved schools, District sponsored activities, or program sites shall file their request, in writing, with the Superintendent stating, specifically, the nature of their request. A separate form may be developed by the administration to facilitate the request.

In all cases, parent(s)/guardian(s) requesting permission for their son/daughter to self-transport shall be required to affirm and verify that:

1. The vehicle to be used is equipped with seatbelts that are operable and in good repair. Seatbelts shall be used at all times when the vehicle is in operation.
2. The vehicle shall be generally in good condition, particularly as it pertains to safety equipment such as brakes, horn, tires, lights, etc.
3. Vehicle and driver shall be insured and proof of insurance, along with a valid Michigan Driver's License, shall be presented prior to permission being given for student self-transport.
4. No other student "passengers" may be carried by the student under this policy and these rules without specific permission of the Superintendent. Students found to be transporting other students, without having permission to do so, will have their permission for self-transportation revoked immediately.

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5. The student shall maintain a driving record free of violations or infractions of the Michigan Vehicle Code. Violations such as tickets for speeding, reckless or careless driving, driving while intoxicated or the like, shall result in immediate suspension of the permission to self-transport.
6. The Board of Education shall be held harmless from any claims, suits, liabilities, causes of action or responsibility of any type for any accidents, injuries or death connected with the permission for student self-transport, it being specifically understood that the parent(s)/guardian(s) and student involved assume total and complete responsibility for all liabilities connected to the permission for student self-transport.
7. A form verifying certain desired information to be signed by the driver of the vehicle shall be kept on file at the main office and athletic office of the school.

Rules Accepted: June 29, 2009