

## **Student Transportation in Private Vehicles**

A staff member may transport a student or group of students in a personal vehicle for school-related purposes only if the staff member has special permission covering the specific trip, and if no other form of district transportation is available.

Special permission for providing student transportation may be granted in exceptional cases by the superintendent. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors, distance, etc.

Personnel with special permission to use their own vehicles for transporting students must carry their own liability insurance coverage in compliance with state law. A copy of the staff member's driver's license, motor vehicle record, and insurance card shall be placed on file with the appropriate administrative official prior to the transportation of students. A memo of understanding shall be signed by the staff member and district administrative official(s) acknowledging that the staff member's personal liability insurance shall be used first for any necessary coverage.

Adopted by the superintendent: prior to 2018

Revised and recoded by the superintendent: July 17, 2019

LEGAL REFS.: C.R.S. 22-32-113 (4)  
C.R.S. 42-7-101 *et seq.* (*Motor Vehicle Financial Responsibility Act*)

CROSS REFS.:

*Board policies:*

EL-1, Global Executive Constraint

EL-4, Communication and Counsel to the Board

EL-9, Treatment of Students, Parents and Community

## **Student Transportation in Private Vehicles**

(Memorandum of Understanding)

Permission to transport students in private vehicles must be obtained from the superintendent prior to travel.

I understand that my driver's personal liability insurance shall be the primary insurance in case there is a need for any coverage. I also understand that I must carry liability insurance coverage that is in compliance with Colorado state law.

The following shall be on file in the superintendent's office and in the transportation director's office before student transportation in my private vehicle takes place:

\_\_\_\_\_ Copy of my driver's license.

\_\_\_\_\_ Copy of my motor vehicle record.

\_\_\_\_\_ Copy of my auto insurance card.

\_\_\_\_\_  
Owner/driver of private vehicle Date

\_\_\_\_\_  
Superintendent Date

\_\_\_\_\_  
Transportation director Date

Issued: July 17, 2019