

### **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 exceptional cases. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors, distance and other factors, as determined necessary by the superintendent or designee.

Staff 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 may be used first for any necessary coverage.

Adoption date: October 16, 2018

LEGAL REF.:

C.R.S. 42-7-101 *et seq.* (*Motor Vehicle Financial Responsibility Act*)