

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

- I.** The Talbot County Board of Education believes that when it is necessary to transport students for school activities Board approved vehicles should be used. In this way, greater safety precautions can be maintained.

- II.** However, the Board recognizes the need for some school employees to use their own automobiles for school purposes occasionally. To safeguard the school system, employees, and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy must be observed:
 - A.** The Board specifically forbids any employee to transport students for school purposes without prior authorization by the superintendent or a designee.

 - B.** To use a private vehicle to transport students for school purposes the employee must have the written permission of the superintendent or designee.
 1. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit must state the particular purpose, and whether it includes transportation of students.

 2. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip. (Refer to Policy Code IICA - Field Trips)

 - C.** Employees so authorized to use their cars for school business purposes must carry liability insurance with a minimum coverage of \$100,000/\$300,000 and have a valid driver's license. This insurance is considered primary.

 - D.** The school system will assume no responsibility for liability in case of an accident unless the employee has the authorization described above.

 - E.** No student will be sent on school errands with his or her own automobile, an employee's automobile, or a school system-owned vehicle.

- III.** The Board also recognizes the need for parents or other citizens to use their own vehicles for the transportation of students during school activities occasionally. In such situations the following policy must be observed:
- A. The Board specifically forbids any parent or citizen to transport students for school purposes without prior authorization by the Superintendent or a designee.
 - B. To use a private vehicle for school purposes the parent or citizen must have the written permission of the superintendent.
 - C. The parent or citizen must carry liability insurance with a minimum coverage of \$100,000/\$300,000 and hold a valid driver's license. This insurance is considered primary.
 - D. The school system will assume no responsibility for liability in case of an accident unless the parent or citizen has the authorization described above.
- IV.** Transportation of students by students:
- A. The transportation of students by other students is not authorized, sanctioned or encouraged by the Board, Superintendent or any other school official.
 - B. The Board has no authority to regulate the transportation of students by other students.

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