

## 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.

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, insurance card, and vehicle registration** 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: 11/08/84

Revised: 01/13/11

LEGAL REFS.: C.R.S. 22-32-113 (4)

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