

SCHOOL DISTRICT OF JOHNSON CREEK BOARD OF EDUCATION POLICY	POLICY: 751.6
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Use of Private Vehicles to Transport Students

The Board of Education authorizes the transportation by private vehicle of students of the District. The principal or designee must approve any such transportation in advance and in writing. The parent or guardian of the participating student will be given, on request, the name of the driver and the description of the vehicle. No person shall be approved for the transportation of students in a private vehicle who is not an employee of this District, an approved volunteer, or the parent of a student enrolled in this District. No person under the age of 21 will be included as criteria for acceptable drivers using a private vehicle to transport students.

No person shall be permitted to transport students unless he/she is the holder of automobile liability and personal injury insurance in the amount required by District administrative guidelines, the holder of a valid license to operate a motor vehicle in the State of Wisconsin Driver License, and has signed the Request for Transportation by Private Vehicle form provided by the District. The principal or designee may withdraw the authorization of any private vehicle driver whose insurance is not adequate and/or driver’s license valid.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of the professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal or designee (Wisconsin Statute 121.52, 121.53).

Staff members must determine that transportation by District vehicle is either not available or feasible before transporting students by private vehicle. These guidelines are to be followed whenever a staff member will be transporting students by a private vehicle whether it is his/her vehicle or some other person’s. This guideline does not apply if the vehicle is a bus or van chartered from a licensed operator.

The Approved Driver Must:

- A. Possess a valid driver’s license.
- B. Verify that the vehicle is in good working condition and that the vehicle carries liability insurance in an amount not less than \$250,000/\$500,000 and \$100,000 property damage or its equivalent.
- C. Complete a field trip form and receive the appropriate approvals.
- D. Be approved as a vehicle driver, by the District (Alternate Vehicle Driver Form).

- E. Upon return of the vehicle to school, make sure each student has proper transportation home and remain at school until all students have left the property.

Adopted: 10/10/01
Revised: 9/21/09
Revised: 9/18/17
Reviewed: 3/7/22