

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

## **SUPPORT SERVICES**

### **TRANSPORTATION SERVICES MANAGEMENT**

#### **TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES**

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#### **Transporting Students by Staff/Volunteers:**

State law requires that school employees who drive automobiles transporting students to and from school-sponsored events must meet certain requirements. Specifically, the school is required to determine each year that the following requirements are met:

##### Operator Requirements:

1. Possess a valid operator's license.
2. Are at least 21 years of age.
3. Have a driving record clear of reckless, drunken, or moral offenses for the past two years.
4. Possess fitness to drive as evidenced by a medical opinion rendered at least once every three years.
5. Have sufficient use of both hands and foot normally employed to operate foot brake and foot accelerator.

##### Vehicle Requirements:

1. No privately-owned vehicle with more than ten seats including the driver should be used.
2. Annual inspection of vehicle-applicable to school and privately owned (written evidence from normal place of service).
2. Insurance coverage-property damage coverage with a limit of not less than \$50,000 and bodily injury with limits of not less than \$100,000 per person and \$300,000 per accident.

The forms for requesting to have an individual validated to drive students may be obtained from the Administration Office. These forms must be filled out completely and sent to the Administration Office. Only those individuals who have been approved will be allowed to transport students.

#### **Verification of Automobile Coverage for Employees and Volunteers**

When a School District of Pittsville employee or volunteer (at least 21 years of age) uses their personal automobile for school activities, the school district's automobile coverage is "excess" insurance over the employee's or volunteer's primary personal automobile coverage that the employee and/or volunteer-carries on their own vehicles.

Any automobile used to transport students must be duly licensed, insured, and operated by a responsible adult at least 18 years of age. The School District of Pittsville requires certification of primary automobile insurance by employees and volunteers of privately owned or rented vehicles for school activities. Insurance coverage-property damage coverage with a limit of not less than \$50,000 and bodily injury with limits of not less than \$100,000 per person and \$300,000 per accident.

Please provide us with a copy of your Driver's License and Insurance ID card detailing the insurance company name, policy number, effective dates, and the insured vehicle. This information must be kept current. Each time you renew your insurance coverage, bring in a copy of your new insurance coverage card.

*1<sup>st</sup> Reading of Updates: February 13, 2017*

*2<sup>nd</sup> Reading/Approval: March 13, 2017*

## TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES - PROCEDURES

These procedures address the authorization and use of a District employee or any non-student volunteer, who is at least 21 years old, as the driver of any privately-owned vehicle that is used to transport students, provided that the vehicle

- 1) is manufactured to transport a maximum of nine or fewer passengers, in addition to the driver;
- 2) has a sufficient number of permanently-mounted and forward-facing seats for each passenger;
- 3) meets all applicable requirements established under state law or under District policies and rules.

### Time Requirements for Seeking/Verifying Authorization

The following are general guidelines for completing the processing of an application for the authorization of a privately-owned vehicle and/or driver:

#### 1. Employees who are expected to maintain continuous authorization.

Annually between July 1 and September 1 of each school year, and always before driving any students during that school year, the employee shall provide the District Administrator or designee with verification of his/her current motor vehicle insurance policy, driver's license, and completed *Request and Release: Transportation of Students by Staff/Volunteers* form.

#### 2. Temporary authorization for an employee to transport students using a privately-owned vehicle (single event or current school year only).

The District Administrator or designee must give preliminary approval for the transportation of students by an employee via a privately-owned vehicle. Once preliminary approval is received, the proposed employee-driver should complete the *Request and Release: Transportation of Students by Staff/Volunteers* form at least two weeks prior to the date that the employee will initially transport any student. If approved, the approval shall be for the specific event(s) for which approval was sought, or for a specific time period not to extend beyond the next July 1.

#### 3. All other types of arrangements involving the use of volunteers as possible drivers of privately-owned vehicles for District-provided student transportation.

If a building principal wishes to use a volunteer driver, the request shall be given to the District Administrator for preliminary approval, and, if approved, the District Administrator will identify the specific driver and vehicle requirements that must be satisfied in order for the proposed driver and vehicle to receive final authorization. The *Request and Release: Transportation of Students by Staff/Volunteers* form must be completed at least two weeks prior to the date of the initial transport. The approval shall be for the specific event(s) for which approval was sought, or for a specific time period not to extend beyond the next July 1. When students are transported by volunteer drivers, written parental permission to ride with the designated volunteer driver must be obtained from all students who will ride with the volunteer drivers.

REQUEST AND RELEASE
Transportation of Students by Staff/Volunteers

Name of Driver: Are you at least 21 18 years of age?

Do you have sufficient use of both hands and foot normally employed to operate the foot brake and foot accelerator? Yes No

Have you been convicted of any of the following offenses within the last two years? (If yes, please place a checkmark in the box.)

- Reckless driving
Operating after suspension or revocation
Any conviction involving operation of vehicle while above legal limit of intoxicants
Any other conviction involving moral offenses
Conviction of any of the above under an equivalent local ordinance

By initialing the box to the LEFT, the proposed driver affirmatively states and represents to the School District that he/she has no knowledge or concern that he/she is afflicted with, or suffering from, any mental or physical disability, condition, or disease that would prevent the individual from exercising reasonable control over a motor vehicle.

DRIVER INFORMATION

Vehicle Information: Year: Make: Model:
License Plate Number: Maximum Number of Seats Available:
Driver's License Number: Expiration Date:

YES NO Please respond to each item below:

- I have a valid Wisconsin State Driver's License
I have had no vehicle moving violations or at-fault accidents within the last two years. If yes, please list:
I carry a minimum auto liability limit of \$100,000 per occurrence and \$300,000 aggregate combined single limits of liability (or \$100,000/\$300,000 Bodily Injury, \$50,000 Property Damage) and uninsured motorist coverage.
I am aware that, in the event of an accident while on a school related activity, any claims will be tendered to my personal automobile company and my insurance in primary.
I agree to report to the school principal or designee regarding any and all accidents, regardless of how minor, that I am involved in while transporting district staff, volunteers, or students.
I will not use a cell phone when transporting students while the vehicle is in motion.

VEHICLE INSPECTION

- There is a working seat belt for the driver and each passenger, and I will enforce the wearing of seat belts by all and will comply with applicable federal standards for child safety restraint system requirements.
My vehicle's brakes, including the emergency brake, are in good working order.
My vehicle's tires have a legal tread depth (at least 3/32")
My vehicle's brake lights, turn indicators, and headlights are in good working order.
My vehicle's windows are clear and provide an unobstructed view for the driver.
My vehicle has functioning rear view mirrors (center and left side).
My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
My vehicle has a rated capacity of ten passengers or less.
If my vehicle has dual air bags, I will not seat children under 12 years old or small persons in the front passenger seat.

ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES: Authorized drivers will refrain from the use of alcoholic beverages or controlled substances which may impair the ability of the driver to perform safely for a period of not less than 24 hours prior to transporting students. They shall also be expected to comply with the district's drug-free workplace policy and other applicable District policies and rules.

NO WEAPONS: Any person approved to transport students shall agree not to carry a concealed weapon while transporting students, other than the person's only children, even if they are a holder of a concealed carry permit. This does not apply to law enforcement personnel.

The above information is true and accurate to the best of my knowledge. I hereby give my permission for a copy of my personal Motor Vehicle Report to be ordered and used in consideration of my transporting students during field trips. I will inform the district if any of the above information changes.

Signature of Driver Date

Please attach a copy of your current Driver's License and Insurance ID card.

ADMINISTRATIVE REVIEW:

DL INS Card Volunteer Ap on File I have reviewed the above information and this driver and vehicle are approved for this trip.

Signature of District Administrator/Designee Date

Event: Approval Time Period: to

Comments: