

## **Student Transportation By Staff in Private Vehicles**

A staff member may transport a student or group of students in his or her own car for school related purposes only if such staff member has standing authorization to do so or has special permission covering the specific trip.

Standing authorization shall be granted by the Board to school administrators, school nurses and other student services personnel designated by the superintendent.

Special permission for providing student transportation in private vehicles may be granted in exceptional cases by the school principal to other professional staff members such as coaches, music teachers and activity sponsors. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors, distance, etc.

Personnel with standing authorization or with special permission to use their own cars for transporting students must carry liability insurance coverage in compliance with state law. A record of such coverage shall be placed on file with the appropriate administrative official.

Adopted: 1971

Revised: January 1, 1977

Revised to Conform With Practice: Date of Manual Adoption

Revised: May 22, 2001

LEGAL REFS: C.R.S. 22-32-113(4)  
C.R.S. 42-7-101 et seq. (Motor Vehicle Financial Responsibility Act)

**MAPLETON PUBLIC SCHOOLS  
ADAMS COUNTY SCHOOL DISTRICT #1  
DRIVER INFORMATION FORM**

Pursuant to Mapleton Public Schools Board Policies JJH and EEAG regarding student travel, it is required that the following information be obtained in instances when private transportation is utilized for student activity travel.

Driver's Name: \_\_\_\_\_  
Driver's Address: \_\_\_\_\_  
Driver's License #: \_\_\_\_\_  
Make of Vehicle: \_\_\_\_\_  
Vehicle VIN #: \_\_\_\_\_  
Vehicle Plate #: \_\_\_\_\_

Compliance with the following must be maintained whenever students are transported:

- \_\_\_\_\_ Minimum Liability Insurance coverage as required by Colorado Law.
- \_\_\_\_\_ The possession of a valid Colorado Driver's License.
- \_\_\_\_\_ Mandatory use of seat belts.
- \_\_\_\_\_ Number of passengers who may not exceed capacity of vehicle.
- \_\_\_\_\_ A valid emission sticker on transporting vehicle.
- \_\_\_\_\_ Observance of all local and state traffic regulations.
- \_\_\_\_\_ Vehicle in good operating condition.

The signature below signifies compliance with all of the above statements and also receipt of information regarding use of private vehicles for student field trips or activity travel from the district.

\_\_\_\_\_  
Vehicle Owner/Driver \_\_\_\_\_  
Date

\_\_\_\_\_  
Address City State Zip Code

Official Use Only (all boxes must be completed and checked):

- \_\_\_\_\_ Examined Driver's License.
- \_\_\_\_\_ Examined Proof of Insurance Card for minimum liability limits.
- \_\_\_\_\_ Examined vehicle registration for match with Proof of Insurance

\_\_\_\_\_  
District Principal or Director \_\_\_\_\_  
Date