

## **Student Transportation in Private Vehicles**

A staff member may only transport students in a personal vehicle if it is for school-related purposes and if the staff member has special permission for that specific trip.

Special permission for providing student transportation will only be granted in exceptional cases by the Superintendent (or designee). Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors, distance, and other factors as deemed necessary by the Superintendent (or designee).

If special permission is granted by the Superintendent, the staff member must also obtain written permission from each student's parent(s)/guardian(s) for that specific trip.

Staff 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, and insurance card shall be placed on file with the appropriate administrative official prior to the transportation of students. A memorandum of understanding shall be signed by the staff member and District administrative official(s) acknowledging that the staff member's personal liability insurance may be used first for any necessary coverage.

*Adopted January 23, 2018, by the Board of Education for Mapleton Public Schools.  
Revised September 25, 2018.*

### LEGAL REFERENCES:

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