

Administrative Procedure 735

STUDENT TRANSPORTATION IN PRIVATE VEHICLES**Background**

In certain circumstances, the transportation of students may be provided using private vehicles. The school principal is responsible for the administration of this policy.

Procedures

1. The use of private vehicles for transporting students on approved school sponsored activities should occur only when commercial sources of transportation are not available and when the principal deems the former mode of transportation unsuitable.
2. The Board cannot place primary insurance on a vehicle that it does not own, rent or lease. A minimum personal liability insurance coverage of \$2,000,000 is strongly recommended on each private vehicle used to transport students on school approved trips.
3. A parental consent form signed by the parents must be obtained for each student to be transported by private motor vehicle. One consent form may cover a series of trips.
4. No student, irrespective of age, may drive a private vehicle transporting other students to school-sponsored activities during school hours or as school representatives, without additional written permission from their parents.
5. Students representing their school at extra-curricular activities (i.e. sports, debates, drama) shall be transported in school-approved transportation, by their own parents, or by themselves with parent permission. Parents shall advise the principal in advance of the activity if the student is not traveling with the rest of the students. Students who disregard this provision shall be prohibited from participating in the activities.
6. The number of persons transported in any one private vehicle may not exceed the insured passenger capacity rating of that vehicle (i.e., the number of seatbelts provided in the vehicle).
7. All drivers transporting students in private vehicles shall provide the Principal/designate with a copy of a valid Driver's License and a signed application for driver authorization.

Approved: February 23, 2015; September 8, 2025