

SCHOOL DISTRICT OF BAYFIELD

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS
OR ON SCHOOL BUSINESS

The Board of Education recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard the District, employees, and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy guidelines shall be observed.

- 1) To use a private vehicle for school purposes, the employee must have the written permission of the District Administrator or his/her designee and must meet requirements specified in Wisconsin Statutes 121.555. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose, and whether it includes transportation of students.
- 2) For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- 3) Private transportation of all students will require prior parent/guardian permission.

Employees so authorized to use their cars for school business purposes shall be provided secondary liability coverage by the District.

The District shall assume no responsibility for liability in case of accident unless the employee has the authorization described above.

Individuals who use their own vehicle for the purpose of transporting students and/or athletes or using their vehicle by themselves for school purposes only are covered under the school's auto liability insurance. The individuals own insurance is primary coverage in case of an accident and the school's liability is secondary. **Certificate of insurance must be on file in District office.**

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the District Administrator or his/her designee.

No student shall be sent on school errands with his/her own automobile, an employee's automobile, or a District-owned vehicle.

LEGAL REF: Section 121.555 Wisconsin Statutes

DISTRICT REF: Parent Field Trip Permission Form

APPROVED: November 13, 2000
REVISED: September 14, 2009