

## OPERATIONAL SERVICES

### STUDENT TRANSPORTATION IN PRIVATE VEHICLES

In scheduling transportation for field trips, it is preferred that school buses be used. The Superintendent or his/her designee may approve the use of private vehicles in situations in which budget or schedule restrictions make it prohibitive or impractical to use school buses.

Acceptable reasons for the use of private vehicles rather than school transportation are:

- A. A limited number of participants on the trip(s) making the use of a private car, or cars, more practical than a school bus.
- B. Lack of availability of school transportation at the time needed.

When private vehicles are used the following requirements must be met:

1. Only a parent or school staff member, 21 years of age or older, licensed driver, who has submitted a Volunteer Request Form to the District Office at least four (4) weeks in advance of the date of the trip shall be allowed to drive the vehicle.
2. The teacher in charge of the trip shall require the following to be shown to them on the day of the trip, prior to leaving:
  - visible proof of a valid drivers license of the volunteer driver, and
  - visible proof of insurance of the volunteer driver
3. The vehicle shall be equipped with seat belts and the number of passengers limited to the number of seat belts available. Seat belts shall be used at all times by the driver and all passengers when the vehicle is in operation.
4. No pupils shall be transported in vehicles such as pickups or trucks, or any vehicle designated to be used for living quarters (such as a motor home).
5. Non-ownership insurance as a secondary coverage shall be carried by the school district either on a permanent or temporary basis as determined by the Superintendent. Drivers shall be informed, when they sign up to volunteer, that their insurance coverage is the primary coverage in case of accident.
6. Requests for authorization to transport students in private vehicles shall be in writing on the regular Field Trip Request form, signed by the Principal and Superintendent or his designee.

**DRIVER VERIFICATION FORM**

Date: \_\_\_\_\_

I certify that as a driver of a private vehicle (non-district owned) transporting students to a school-sponsored function:

- 1. I am a parent or school staff member over 21 years of age;
- 2. I possess insurance on the automobile being driven, including liability insurance;
- 3. I possess a valid operator's license;
- 4. I will transport only that number of passengers for which the vehicle has seat belts (not to exceed seven(7))

I further certify that:

- 5. I have no physical condition or disability which will affect my ability to safely provide transportation for students to school sponsored functions;
- 6. My driving record is devoid of any alcohol-related violations;
- 7. My driving record reflects an accumulation of three points or less for traffic violations.

Furthermore, I understand that:

- 1. The Creve Coeur District 76 Schools assume no liability for accidents related to my transporting students to a school-sponsored function;
- 2. The insurance coverage carried by the school district does not cover the driver, automobile or passengers.
- 3. The information provided by me in this statement is true and represents an accurate statement of my health condition and driving record.
- 4. I understand that the Creve Coeur District 76 Schools will keep this information confidential.

**WAIVER**

As an owner-driver of a vehicle providing private transportation for students to a school event I hereby waive any and all claims against the school district for injuries, which may occur.

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

I have reviewed this driver's statement.

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

**FAMILY PERMISSION FOR TRANSPORTATION IN A PRIVATE VEHICLE**

My son/daughter \_\_\_\_\_ has permission to travel in a private vehicle driven by \_\_\_\_\_ on the planned field trip/activity to \_\_\_\_\_ on \_\_\_\_\_, and I understand the school does not carry insurance covering the driver or the student. I will not hold the school liable for accident or injury on the trip.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Teacher Making Request \_\_\_\_\_ Date \_\_\_\_\_

Grade and/or Subject \_\_\_\_\_

Date of Trip \_\_\_\_\_

Destination \_\_\_\_\_

Itinerary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe How This Field Trip Correlates With The Educational Curriculum \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher and Adult Chaperones \_\_\_\_\_

\_\_\_\_\_

Number of Students \_\_\_\_\_ Have Dates Been Confirmed? \_\_\_\_\_

Transportation by School Buses? Yes No Number of buses needed \_\_\_\_\_

*Office Use:*

*Bus Driver(s)* \_\_\_\_\_

Time Leaving \_\_\_\_\_ Time Returning \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Building Principal

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Superintendent

The following checklist is provided to help ensure the success of your field trip.

- \_\_\_\_\_ Teacher has confirmed route with driver (s).
- \_\_\_\_\_ Teacher has made arrangement for radios.
- \_\_\_\_\_ Teacher has made arrangement for required medications.
- \_\_\_\_\_ Permission slips received from all parents.
- \_\_\_\_\_ Teacher has notified cafeteria, if applicable.