

## NONINSTRUCTIONAL OPERATIONS

### **Private Vehicle Transportation**

Whenever students are transported via private auto during field trips or other officially sanctioned activities, the following requirements are necessary:

- A. The parent of each student shall sign a permission slip consenting to the use of private transportation.
- B. The principal shall assume responsibility for determining that the driver of the automobile is properly licensed.
- C. The district's liability coverage shall cover the risk assumed by the district. The driver of a vehicle shall acknowledge that he/she will assume full responsibility for any liability or property damage, comprehensive, or collision claims made by or against the driver or owner of the vehicle. The district shall not be obligated to pursue action against another party who may through negligence do damage to either persons or vehicles enroute to school events.

### **"In Lieu" Transportation**

The following procedures shall apply when "in lieu" transportation is used:

- A. All requests for "in lieu" transportation shall be directed to the transportation department.
- B. The transportation department shall distribute instructions and reimbursement claim forms for all approved requests. The driver of the private vehicle shall acknowledge that the driver or owner assumes full responsibility for all liability, property damage or collision claims associated with "in lieu" transportation.
- C. The school shall accept claim forms on a monthly basis and verify attendance, and transmit completed claim forms to the transportation department.
- D. The transportation department shall forward completed claim forms to the business office.