

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

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

- * To use a private vehicle for school purposes, the employee must have the written permission of the Superintendent or his/her designee;
 - a.) This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. This permit will state the particular purpose, and whether it includes transportation of students. (EEBB-R)
 - b.) For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.
- * Employees insurance will be the insurance of first response and additional liability coverage will be provided by the school;
- * The Union will assume no responsibility for liability in case of an accident unless the employee has the authorization described above;
- * The School Committee specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent of his/her designee; and

* No student will be sent on school errands with his/her own automobile, an employees' automobile, or a district owned automobile.

	AVS	HES	LCS
First Reading:	<u>5/20/2013</u>	<u>8/12/2013</u>	<u>6/3/2013</u>
Second Reading:	<u>6/17/2013</u>	<u>9/9/2013</u>	<u>8/5/2013</u>