

PSSD Policy #807: Transportation in Private Vehicles, 2007-2008

PROCEDURES

1. *Special Events*

- a. Private vehicles may be used for special events if the numbers of students involved does not warrant the use of a school bus. The event must be school approved.
- b. Only employees or parents and guardians may convey students. They must have completed an *Application for Automotive Driver Authorization* form and have it approved by the principal annually.
- c. Students may transport themselves to school-approved events if the principal approves.
- d. It is recommended that teachers or parents authorized to use their vehicle by the principal have third party liability insurance of at least two million dollars.
- e. Rental or lease agreements for vehicle use must include appropriate insurance coverage including third party liability of at least two million dollars.
- f. Parents and guardians using their vehicles may be reimbursed at the school division rate.