

## **M.S.A.D. #12 POLICY**

### **USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS**

The M.S.A.D. #12 School Board 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 related to an employee transporting a student or students, the following policy will be observed:

- A. To use a private vehicle for school purposes, the employee must have the written permission of the superintendent/designee.
  - 1. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit will 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. For student trips made in private cars, owners will carry a minimum insurance as required by law.
- B. The School Board specifically forbids any employee to transport students for school purposes without prior authorization by the superintendent/designee.
- C. No student will be sent on school errands with his/her automobile, an employee's automobile, or a school-owned automobile.

Cross Reference: IJOA – Field Trips and Excursions

**Adopted: November 12, 2002**