

### 751.3 USE OF PRIVATE VEHICLES

The Board of Education recognized the need for some school employees to use their own vehicles for school purposes regularly or occasionally. To safeguard the district and employees in matters of liability, the following policy guidelines shall be observed:

1. To use a private vehicle for school purposes, the employee must have the permission of the building principal.
2. For all special trips involving students, including field trips, special permission must be obtained in advance from the building principal for the specific trip.

No district employee or other person serving in an official capacity shall use a private vehicle to transport any student to or from school or a school activity, unless approved by the building principal and all state law requirements have been met. In the event an accident occurs, the employee's own insurance will provide primary coverage.

Private vehicles (vehicles not owned or leased by the district) may be used to transport students to and from school or a school activity under the following conditions:

- **Insurance Coverage:** The vehicle operator must show proof of the following minimum insurance coverage before the vehicle's use is authorized:
  - a. Property damage coverage - \$100,000
  - b. Bodily injury liability coverage - \$300,000 for each person
  - c. Subject to the limit for each person, a total bodily injury liability of not less than \$1,000,000 for each accident.
- **Operator Requirements:** The operator must:
  - a. Possess a valid Wisconsin's operator's license or a valid operator's license issued by another jurisdiction.
  - b. Be at least 18 years of age.
  - c. Have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The district may waive this requirement if the vehicle operator has sufficient use of one hand to safely operate the vehicle as substantiated by a special driving exam conducted by the Department of Transportation (DOT).

d. Not have been convicted of any of the driving offenses outlined in section 121.55 of the state statutes. Upon request of the operator or the school, the Department of Transportation shall certify whether the operator meets this requirement.

- **Seating Arrangements:** A vehicle may not be used to transport more persons that can be seated based on the manufacturer's recommendations on the permanently mounted seats without interfering with the operator. The operator will make sure all passengers are properly restrained with a safety belt before operating the vehicle.
- **Supervision:** Passengers shall be under the immediate supervision of a staff member or competent adult approved by the building principal.

No student will be allowed to use his/her own vehicle during the school day without written permission from their parent and/or guardian and the approval of the building principal. Students will not be allowed to drive an employee's vehicle or district-owned vehicle at any time.

LEGAL REFERENCE: Wisconsin Statutes, Section 121.555

APPROVED: February 10, 2020

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