

### **751.3 USE OF PRIVATE VEHICLES AND DISTRICT-OWNED VEHICLES ON SCHOOL BUSINESS**

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on district-sponsored trips. The transportation modes for district-sponsored trips are to be district approved, including automobiles privately or district-owned and driven by approved drivers. Exceptions must have approval of the Superintendent. To safeguard the district and employees in matters of liability, the following policy guidelines shall be observed:

#### District-Owned Vehicles:

All drivers of motor vehicles owned by the District and used for transportation of students shall be an employee of the Williams Bay School District. The driver will need a valid driver's license.

Staff will use district-owned vehicles whenever possible and should schedule activities and transportation needs far enough in advance to avoid non-emergency use of private vehicles, if possible.

District employees are prohibited from using district-owned vehicles for any personal purpose. Use of these vehicles are for school district-approved events only.

Any traffic violations committed by a driver while using district-owned vehicles are the financial responsibility of the driver. The vehicle driver and passengers must follow all applicable State of Wisconsin safety and legal requirements.

#### 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.

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.
  - e. Submit a medical opinion to the school district at least once every three years that he or she is not afflicted with or suffering from any mental or physical disability or disease such as to prevent the driver from exercising reasonable control over the vehicle.
- **Use of Alternative Vehicles to Transport Students:** Under no circumstances shall the District authorize a District employee or volunteer to provide student transportation using an alternative vehicle that (1) is manufactured to accommodate more than nine passengers, in addition to the driver; (2) does not have a sufficient number of permanently-mounted and forward-facing seats for each passenger; (3) was manufactured more than 20 model years ago; or (4) is a homemade, street modified, or replica vehicle.
- **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.

**Staff Travel to Conferences, Meetings, or Other**

When two or more employees are traveling to a conference, meeting, or other activity outside of the district, they are required to use the district owned van, unless it is unavailable. Priority will be given to student activities.

Individual employees may request to utilize the district owned van for travel to a conference, meeting, or other activity or they can drive their own vehicle and be reimbursed for mileage in compliance with the employee handbook.

Two or more employees traveling to the same conference, meeting, or other activity outside of the district will not be reimbursed for mileage unless separate travel is previously approved by the District Administrator or designee.

LEGAL REFERENCE: Wisconsin Statutes, Section 121.555

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