

### **Student Transportation in Private Vehicles**

The Cherry Creek School District offers students extensive opportunities to participate in curricular and extracurricular educational, athletic and social activities and events. Many of the activities and events take place at locations away from the individual school campuses within and outside the district and, in some instances, outside the State of Colorado and outside the United States.

While the district is able to provide district transportation for many of the events and activities, the district is, for many reasons, including but not limited to availability of district transportation, the frequency of demand and need for district transportation, the number of students and staff involved in any given activity, the cost of each transportation need, the number of off-campus events and activities, and the distance and capability of district transportation, unable to provide district transportation for many of these curricular and extracurricular activities and events.

When district transportation is not available, a staff member or a parent may volunteer for and be authorized to transport a student or group of students in his/her own car for school-related purposes only if he/she has authorization to do so or with special permission covering the specific trip from the building principal or designee.

Authorization is granted by the Board of Education to school administrators and student services personnel designated by the superintendent to provide student transportation in their own vehicles when district transportation is not available.

Permission for providing student transportation may be granted by the principal to other professional staff members such as coaches, music teachers and activity sponsors, and parental volunteers based on a review of the number of students involved, the relative costs, safety factors, availability of district transportation, distance, duration, and such other matters as herein set forth and as may be deemed necessary or reasonably required.

Persons with authorization or permission to use their own cars for transporting students must carry liability insurance coverage as may be required from time to time by the State of Colorado or such other higher limits as may be established by the Superintendent or designee. Such person must submit a record of such insurance coverage, a copy of a valid driver's license and their motor vehicle record prior to the use of their personal vehicle for student transportation. All such documents shall be maintained by the appropriate administrator.

Revised: April 5, 1999  
Adopted: May 10, 1999  
Effective: May 10, 1999

LEGAL REFS.: C.R.S. 22-32-113 (4)  
C.R.S. 42-7-101 et seq. (Motor Vehicle Financial Responsibility Act)

**AUTHORIZATION TO USE PRIVATELY OWNED VEHICLE ON SCHOOL DISTRICT BUSINESS**

Please print and complete all boxes.

**I. DRIVER INFORMATION**

|                    |                   |                      |
|--------------------|-------------------|----------------------|
| Driver's Name      | School/Dept.      | Purpose(s)           |
| Driver's Address   | Phone             | Position with school |
| Date(s) of Driving | No. of Passengers | Vehicle Description  |

**II. CERTIFICATION**

In accordance with district policy, approval is requested to use a privately owned automobile on official school district business.

- A. I certify that whenever I drive a privately owned vehicle on school district business, the vehicle will always be:
  - 1. Covered by liability insurance for the minimum amount prescribed by the district: \$300,000 single limit or \$100,000/\$300,000/\$50,000 automobile liability insurance.
  - 2. Equipped with one seat belt or child restraint system for every passenger.
  - 3. To the best of my knowledge, in safe mechanical condition and adequate for passenger transportation and/or work to be performed.
- B. I further certify that while using a privately owned vehicle on official district business, all motor vehicle laws will be obeyed, including all passengers' use of seat belts and the appropriate child restraint systems. Any traffic accidents, no matter how minor, will be reported immediately to Risk Management at 720-554-4643.
- C. I further certify that I am at least 21 years old, and that I possess a valid Colorado driver's license as follows:

|                |               |                 |
|----------------|---------------|-----------------|
| License Number | Date of Birth | Expiration Year |
|----------------|---------------|-----------------|

- D. I further certify that I have not been convicted of driving under the influence, driving while impaired, careless driving, or reckless driving in the past five years. I have either attached a current Colorado Motor Vehicle Report (MVR) or I authorize the school district to obtain a copy of my MVR from the State of Colorado.

\_\_\_\_\_  
Individual's Signature

\_\_\_\_\_  
Date

**III. PROOF OF INSURANCE**

|                   |            |                 |
|-------------------|------------|-----------------|
| Insurance Company | Policy No. | Expiration Date |
|-------------------|------------|-----------------|

Attached is a copy of my current insurance policy declarations page (or a Certificate of Insurance) stating my coverage limits, policy effective dates, and covered vehicle information.

**IV. AUTHORIZATION**

Use of a privately owned vehicle on school district business is authorized.

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**INSTRUCTIONS**

1. This form should be submitted to the Principal's secretary so it can be received by Risk Management a minimum of two weeks prior to the event to insure adequate time to process.
2. Attach a copy of your proof of insurance, and a copy of your Colorado driver's license.
3. This form must be signed by a site administrator.

Approved by Superintendent Monte C. Moses, October 24, 2006.

## **Student Transportation in Private Vehicles**

In compliance with Policy EEAG, the following administrative procedures for student transportation in private vehicles are established.

### **A. Private Vehicle Usage**

Student transportation for school-connected or school sponsored purposes shall be by district-owned vehicles whenever possible. Privately owned vehicles may be used for student transportation when, in the opinion of the building principal or designee, it is the most practical or only possible method of transportation subject to the factors set forth in Policy EEAG.

Parents will be notified when district transportation is not being used and students are going to be transported in private vehicles.

Persons with authorization or permission to transport students in their private vehicle must:

1. Complete an "Authorization to Use Privately Owned Vehicle" form EEAG-E.
2. Be a minimum of 21 years of age.
3. Possess a valid current Colorado driver's license.
4. Provide proof of insurance with limits of not less than \$300,000 combined single limits or \$100,000 per person, \$300,000 per occurrence for bodily injury and \$50,000 per accident for property damage.
5. Submit a motor vehicle report (MVR) and meet the MVR guidelines of the district's liability insurer.

The building administrator will retain a copy of the above documentation and forward a copy to the Risk Management Office for review and to assure compliance with this regulation.

In case of emergency, students may be transported in private vehicles without complying with the above provisions, but only if there appears to be a real and imminent danger to persons and property.

### **B. Small Vehicle Operators License (Owned, Leased or Rented Vans)**

DISTRICT OWNED, LEASED OR RENTED VANS USED TO TRANSPORT STUDENTS CANNOT BE DRIVEN BY ANYONE WHO HAS NOT TAKEN AND WHO DOES NOT MEET THE CDE REQUIREMENTS FOR A SMALL VEHICLE OPERATOR.

#### **Small vehicle operator:**

Small vehicle operators may be teachers, coaches, or other district employees or other persons authorized by the building principal or designee to transport school children in small vehicles (defined as 15 passenger or less in CCR 301-25,2251-R-5.06) and who are not assigned to the transportation department.

## Regulation: EEAG-R

Beginning August 1, 1995, small vehicle operators shall meet or exceed the following requirements before transporting students.

1. Possess a valid Colorado operator's license
2. Be a minimum of 21 years of age.
3. Supply the district a current motor vehicle record check (semi-annually)
4. Receive recommended pre-service training on small vehicle by the district transportation department.
5. Pass CDE small vehicle written test (every three years) as administered by the district transportation department
6. Meet qualification standards of the district's transportation department and the district's insurance carrier.
7. Small vehicle permit card (SVP) shall be issued and signed annually by the district transportation department, indicating requirements are current.
8. Documentation of small vehicle operator requirements shall be maintained by the district.

The transportation department will establish a schedule and provide the required training. The training schedule will be provided to each site administrator and will be scheduled to occur once per quarter during the conventional school year.

Individuals or groups planning to use vans to transport students will need to plan ahead to assure the driver(s) of the vehicles have obtained the required training and small vehicle permit card well in advance of the planned activity. There can be no exceptions or emergency requests for individual personal training outside these established dates.

The records for small vehicle licenses will be maintained and monitored by the transportation department.

The principal or designee shall be responsible to have on record, and send a copy to the Risk Management office, a motor vehicle record for each driver prior to any van being rented or a district van being used. All drivers of district owned, leased or rented vans must meet the motor vehicle guidelines of the district's insurance carrier. Individuals that have traffic violations, accidents or combinations thereof exceeding the guidelines will not be able to transport students or drive any vehicle on district related business, since they will not be insurable. The principal or designee must ensure that their van driver meets all of the forgoing requirements for small vehicle operation.

Approved by Superintendent Robert D. Tschirki, May 10, 1999.

Legal Ref:     CCR 301-25  
                  CCR 424/R 202.1