

Authorization to Drive Your Personal Vehicle on School District Business When Transporting Students

There may be times during the school year when you may need to use your personal vehicle to conduct school district business. When operating your personal vehicle on school district business, both you and the school district assume financial risk and responsibility. District Policy EEAG, EEAG-E, EEAG-R and insurance standards apply.

The use of your personal vehicle on school district business while transporting students requires approval by your supervisor and the Risk Management Department. Prior to operating your personal vehicle on school district business to transport students, you must do the following:

- Complete EEAG-E Authorization form.
- Obtain administrator's signature on Authorization form.
- Provide a copy of your driver's license.
- Provide a copy of your personal auto liability insurance declarations page, evidencing insurance limits as required by board policy. A copy of your insurance declarations page is needed to verify the higher insurance limits required by district policy.
- Forward documents to Risk Management for review: riskmanagement@cherrycreekschools.org.

After receipt of the above, Risk Management will review and advise your supervisor if you meet the requirements to operate your personal vehicle on school district business while transporting students. Authorization to drive your personal vehicle on school district business must be completed annually or as your motor vehicle record status changes during the year.

The district does not cover auto physical damage to employee vehicles. If an accident occurs and the other driver is at fault, the employee would work with the other driver's insurance company to recoup damages, otherwise it would be the responsibility of the employee's insurance carrier. If the employee causes the accident, the District's insurance company will work with the employee's insurance company to determine the best course of action.

If an accident occurs:

- Contact law enforcement and other emergency responders as necessary. Colorado State law requires reporting of accidents where there is bodily injury and/or property damage.
- Notify your supervisor and Risk Management.
- If you are injured, complete a First Report of Injury and provide to Risk Management.
- Complete an accident form located on the Backyard under Risk Management.
- Take scene photos if possible.
- If you are at fault for the accident, you will need to cooperate with the school district's auto liability insurance carrier in the investigation and resolution of any liability damage or injury claim.

If you will be transporting students in a district owned, rented or leased vehicle, additional requirements apply. See Board Policy EEAG, EEAG-R and EEAG-E and/or contact Risk Management with any questions: Riskmanagement@cherrycreekschools.org, Jody Prentice at 720-554-4626 or Christine Baxter at 720-554-4617.