



Dedicated to Excellence
Cherry Creek Schools

Book	Board Policies
Section	E. Support Services
Title	Student Transportation in Private Vehicles
Code	EEAG-R
Status	Active
Adopted	May 10, 1999

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.

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.

Legal

CCR 301-25 (Colorado Standards Governing School Transportation Vehicles)

CCR 424/R 202.1 (wrong citation)