

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

A staff member may transport a student or group of students in a personal vehicle for school-related purposes only if the staff member has special permission covering the specific trip.

Special permission for providing student transportation may be granted in exceptional cases by the superintendent. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors, distance, etc.

Personnel with special permission to use their own vehicles for transporting students must carry their own liability insurance coverage in compliance with state law. A copy of the staff member's driver's license, motor vehicle record, and insurance card shall be placed on file with the appropriate administrative official prior to the transportation of students. A memo of understanding shall be signed by the staff member and district administrative official(s) acknowledging that the staff member's personal liability insurance shall be used first for any necessary coverage.

(Adoption date: September 13, 2013)

LEGAL REFS.: C.R.S. [22-32-113](#) (4)

C.R.S. [42-7-101](#) *et seq.* (*Motor Vehicle Financial Responsibility Act*)