

Policies of the Board of Education

Section G Support Staff

ADMINISTRATIVE RULE

Transportation of Students in Private Motor Vehicles

700.27

Employees are not required to transport students in their own motor vehicle. No staff members shall be required or requested by an Administrator to transport students in his/her private motor vehicle except under the following circumstances:

1. District Administrator has previously approved such transportation in writing and;
2. District Administrator has determined that the requirements of the Wisconsin State Statutes have been met.

Employees who transport students for school activities in their cars shall carry minimum insurance policy limits of \$500,000 combined single limit (CSL) liability, \$250,000/\$500,000 bodily injury and \$100,000 property damage. A minimum of private car transportation will be utilized. Employees must notify and receive approval from the building administrator prior to transporting students in private cars for school activities. Such approval shall be in compliance with all applicable state and federal laws and administrative code provisions and shall include, but not be limited by enumeration, a review of the employee's driving record and an examination of the vehicle.

Operator Requirements. Employees who transport students in a motor vehicle transporting 9 or less passengers in addition to the operator or who transport students in a motor vehicle described in § 121.555(1)(b) shall be subject to the following operator requirements:

- a. The operator shall possess a valid operator's license from Wisconsin or any state other than Wisconsin and includes the District of Columbia, the commonwealth of Puerto Rico and any territory or possession of the United States, any federal military installation located within the territorial boundaries of Wisconsin and any province of the Dominion of Canada.
- b. The operator shall be at least 18 years of age.
- c. The operator shall have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator.
- d. The operator shall submit at least once every three years a statement from his or her health care provider stating that the operator is not afflicted with or suffering from any mental or physical disability or

disease such as to prevent the operator from exercising reasonable control over a motor vehicle.

A copy of a certificate of insurance and photocopy of a valid driver's license must be given to the District Administrator prior to transporting students.

A parental permission slip detailing a scheduled trip using a private motor vehicle must also be provided to the District Administrator prior to the event.

Reviewed by WI Assn. of School Boards – November, 2005

Adopted by Board of Education: December 14, 2005

Revised by Board of Education: May 19, 2015

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STAFF MEMBERS – Please fill out, attach the requested material and submit to the District Administrator for approval:

Teacher Name: _____

Please attach:

1. Copy of the permission slip for this event
2. Copy of Current Insurance Coverage for Motor Vehicle Being Used
3. Photocopy of Current Driver's License
4. Statement from health provider (every 3 years)

District Administrator's Signature & Date – This gives permission for the above named teacher to transport students in his/her private motor vehicle for this event.