

## **TRANSPORTATION IN PRIVATE VEHICLES**

### **General**

A Colorado Springs School District 11 (the District) staff member or volunteer may transport a student or group of students in the staff member's or volunteer's own vehicle to District-sponsored events only if the staff member or volunteer has standing authorization to do so, or with special permission covering the specific trip

Standing authorization is granted by the Colorado Springs School District 11 Board of Education (the Board) to school administrators, school nurses and other student services personnel designated by the Superintendent/designee. An annual motor vehicle/driving record check will be conducted on any District staff member who transports students in his/her own vehicle as part of his/her regular duties.

Special permission for providing student transportation for specific trips may be granted in exceptional cases by the Principal to school volunteers or District staff members such as coaches, music teachers and activity sponsors. Whether a situation qualifies as an "exceptional case" will be determined after reviewing such factors as the number of students traveling, relative costs, safety factors, distance, etc.

### **Specific Requirements:**

Drivers of private vehicles used to transport students to District-sponsored activities must meet the following requirements:

- The trip must be an authorized District-sponsored trip.
- The driver must have a valid driver's license.
- The driver must operate a vehicle that is in safe, mechanical working condition.
- The driver must carry at least the minimum auto liability insurance as required by law and must provide a copy of proof of insurance to the Principal or designee.
- The auto liability insurance of the vehicle being driven is the primary insurance.
- The vehicle must have appropriate seat belts and child restraint devices. The driver may transport only the number of passengers who can be restrained safely.
- The driver must comply with the appropriate jurisdiction's mandated laws and regulations.
- The driver must have passed a preliminary background check.

### **Exception:**

Students are not authorized to drive other students on authorized District-sponsored trips under any circumstances.

Adopted November 14, 1972  
Revised January 1985  
Revised June 1988  
Revised May 1995  
Revised March 1, 2001  
Revised October 12, 2016

LEGAL REFS.: C.R.S. 22-32-113 (4)  
C.R.S. 42-7-101 et seq. (Motor Vehicle Financial Responsibility Act)  
C.R.S. 42-1-102 (88)

CROSS REF.: IJOA, Field Trips  
IJOC, School Volunteer Services

CONTRACT REFS.: CSEA Master Agreement