

## SCHOOL-COMMUNITY RELATIONS

### Series 900

#### POLICY TITLE TRANSPORTING STUDENTS IN PRIVATE VEHICLES No. 904.1

Generally, transporting students for school purposes is done in a vehicle owned by the school district or contracted bus company and driven by a school bus driver. It is strongly discouraged to transport students in private vehicles for school purposes. However, if the need arises, it is within the discretion of the building principal to determine when this is appropriate and grant approval as necessary. Employees are not allowed to transport students in a private vehicle without this approval. Violation of this policy may be grounds for disciplinary action.

Individuals transporting students for school purposes in private vehicles must have the permission of the building principal and meet all applicable requirements set by the district. Prior to transporting students in private vehicles, the district may require the following:

- There will be more than one school employee transporting the student/s;
- The vehicle used to transport the student(s) is in good condition and meets all applicable safety requirements;
- The driver transporting the student(s) possesses a valid drivers' license;
- Proof of insurance has been supplied to the building principal and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa; and;
- The parents of the students to be transported have given verbal permission or prior written permission (i.e. waiver signed as requirement of a program) to the building principal.

The school district assumes no responsibility for those students who have not received the approval of the building principal and who ride in private vehicles for school purposes, or employees who transport students in a private vehicle without prior approval. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and parent/guardian.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. The associate superintendent will annually monitor, update and develop administrative process to implement this policy as needed.

Legal Reference: Iowa Code §§ 279.8; 285; 321.  
281 I.A.C. 43.

Cross Reference: 401.7 Employee Travel Compensation  
711 Transportation

Date Approved: August 14, 1995

Last Date Reviewed: June 21, 2021

Last Date Revised: June 21, 2021