

751.5 RULE GUIDELINES FOR USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

District employees or other persons serving in an official capacity may use private vehicles to transport students to and from school or a school activity under the following conditions: (These guidelines apply when transporting nine or less passengers in addition to the driver.)

Insurance Requirements

The vehicle operator must show proof of vehicle insurance coverage in the amounts outlined below:

1. Bodily injury liability coverage –
 - a. \$250,000 per person;
 - b. subject to the limit for each person; total bodily injury liability limits of not less than \$500,000 per each accident; or
 - c. equivalent of \$300,000 combined coverage
2. Property damage coverage - \$100,000

Vehicle Inspection Requirement

If the vehicle is owned or leased by the school or bus contractor or is operated by a District employee, it must be inspected annually for compliance with state law requirements and Department of Transportation (DOT) rules. The owner of the vehicle will be responsible for the routine annual inspection.

Vehicle Operator Requirements

The vehicle operator must:

1. Possess a valid Wisconsin driver's license or a valid driver's license issued by another jurisdiction.
2. Be at least 18 years of age.
3. Have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The District may waive this requirement if the vehicle operator has sufficient use of one hand to safely operate the vehicle, as substantiated by a special driving exam conducted by the DOT.
4. Not have been convicted of any of the driving violations outlined in section 121.555 of the state statutes. Upon request of the operator or the school, the DOT shall certify whether the operator meets this requirement.

If the vehicle used is owned or leased by the school or a bus contractor or is operated by a District employee, the operator must submit a medical opinion indicating that he/she is not afflicted or suffering from any medical or physical disability or disease which could prevent the operator from exercising reasonable control of the vehicle. This medical opinion must be submitted as required by state law.

Other Requirements

1. A vehicle may not be used to transport more persons than can be seated on the permanently mounted seats without interfering with the operator.
2. If the vehicle is to be used for the transportation of passengers to extracurricular activities, it must be under the immediate supervision of a competent adult.
3. Parents/guardians of students who are being transported in private vehicles on field trips, athletic trips, etc., must be notified by a written notice. The notice must include (a) where the student is going; (b) how long it will take to get there; (c) who is providing the transportation; and (d) what type of vehicle is being used. It must be signed by the student's parent/guardian and returned to the school.

Documentation regarding the above shall be housed in the school office prior to transporting students in private vehicles.

Use of Private Vehicles on School Business or to Transport Students

The School Board recognized the need for some school employees, or other persons serving in an official capacity, to use their own motor vehicle for school purposes. To safeguard the school district, employees and students in matters of safety and liability, particularly as it relates to the transporting of students, the following policy guidelines shall be observed.

1. District employees or other persons serving in an official capacity shall have the written permission of the district administrator, or designee, in order to use a private motor vehicle for school purposes. Permission may only be granted if the person providing transportation has satisfactorily met all District and state law requirements.
2. The District shall assume no responsibility for liability in case of accident, unless the employee or other person serving in an official capacity has obtained the necessary authorization. In all cases, however, the driver's automobile insurance is the primary carrier, with the District's insurance being secondary.
3. Transportation by private vehicle shall be strongly discouraged and shall be used only when no other practical transportation is available.

APPROVED: December 12, 2022