

## **Business and Non-Instructional Operations**

### **Auxiliary Services**

#### **Authorization of Alternative Vehicles and Drivers to Transport Students**

These procedures address the authorization and use of a District employee or any non-student volunteer, who is at least 18 years old, as the driver of any alternative vehicle that is used to transport students, provided that the vehicle (1) is manufactured to transport a maximum of nine or fewer passengers, in addition to the driver, (2) has a sufficient number of permanently-mounted and forward-facing seats for each passenger; (3) was manufactured within the last 20 model years; (4) is not a homemade, street modified, or replica vehicle; and (5) meets all applicable requirements established under state law or under District policies and rules.

#### **Time Requirements for Seeking/Verifying Authorizing**

1. Always before driving any students during the school year, the employee shall provide the building principal with (1) verification of his/her current motor vehicle insurance policy, and (2) a copy of written documentation of a satisfactory vehicle inspection.
2. At the beginning of each school year and prior to transporting any student that school year, each employee who is required to maintain continuous eligibility to transport students using an alternative vehicle shall confirm with the building principal that all requirements have been satisfied and that they have been authorized to serve as such a driver for that school year.
3. Each employee who is required to maintain continuous authorization as a driver of an alternative vehicle will be notified of the scope of his/her authorization, and he/she shall avoid transporting students in circumstances that are unrelated to that authorized scope.
4. Temporary authorization for an employee to transport students using an alternative vehicle (single event or current school year only). The Superintendent and/or his/her designee must give preliminary approval to a transportation plan for which it is proposed that a District employee (who does not maintain continuous authorization as an alternative vehicle driver) will temporarily provide student transportation services for a school-sponsored purpose via an alternative vehicle. Once preliminary approval of the transportation plan is received, the proposed employee-driver and the administrator (or other staff member) assigned to coordinate the transportation plan should start the process of obtaining formal driver and vehicle authorization prior to the date that the employee will initially transport any student. If approved, the approval shall be for the specific event(s) for which approval was sought or for a specific time period.
5. Temporary authorization for a volunteer who will be driving a privately-owned vehicle and who will not receive compensation for his/her volunteer services. The Director of Business Services must give preliminary approval to a transportation plan for any school-sponsored event or activity for which it is proposed that the District will provide student transportation using one or more authorized volunteers who will be driving a privately-owned vehicle. Once preliminary approval of the transportation plan is received, the volunteer applicant(s) and the administrator (or other staff member) assigned to coordinate the volunteer transportation should start the process of obtaining final driver and vehicle authorization at least ten days prior to the date that the volunteer will initially transport any student. If approved, the approval shall be for the specific event(s) for which approval was sought, or for a specific time period not to extend beyond the school year.

6. All other types of arrangements involving the use of employees or volunteers as possible drivers of alternative vehicles for District-provided student transportation are disfavored. If a building principal wishes to propose an arrangement involving the use of an employee or volunteer driver, other than those expressly addressed in these procedures, the proposal shall be presented to the Superintendent for preliminary approval, and, if approved, the Superintendent will identify the specific driver and vehicle requirements that must be satisfied in order for the proposed driver and vehicle to receive final authorization.

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