

Adopted October 7, 1999  
Revised June 2, 2011  
Revised February 25, 2019

## **Student Transportation in Private Vehicles**

A staff member may transport a student or group of students in a personal vehicle for school-related purposes only if the staff member has special permission covering the specific trip.

Special permission for providing student transportation may be granted in exceptional cases by the superintendent or designee. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors, distance and other factors, as determined necessary by the superintendent or designee.

Staff with special permission to use their own vehicles for transporting students must carry their own liability insurance coverage in compliance with state law. Liability insurance amounts will be approved by the superintendent or designee in each instance. A copy of the staff member's driver's license, motor vehicle record, and insurance card shall be placed on file with the appropriate administrative official prior to the transportation of students. A memo of understanding shall be signed by the staff member and district administrative official(s) acknowledging that the staff member's personal liability insurance will be primary for any necessary coverage.

LEGAL REFS.: C.R.S. 42-7-101 *et seq.* (*Motor Vehicle Financial Responsibility Act*)