

## **Transportation of Students in Private Vehicles**

The District may approve employees and/or adult volunteers to transport students in private vehicles consistent with this Regulation. This Regulation applies only to the transportation of students in private vehicles that is required as part of the educational program, including as part of extra-curricular activities, and that is approved by a District employee who is someone other than the individual transporting students.

For the purpose of this regulation, an employee is any person performing work for the District who receives compensation directly from the District for said services. For the purpose of this regulation, an adult volunteer is defined as any person over the age of eighteen (18) performing services on behalf of the District with the authorization of an employee of the District who does not receive compensation for said services. For the purpose of this regulation, a private vehicle is defined as any motor vehicle that is not owned by the District.

### Transportation by Employees

An employee may transport students in private vehicles provided the need to transport is within the scope of the employee's employment and duties and the employee has received authorization from his/her supervisor. The employee must, at all times, exercise caution and obey all traffic laws when transporting students. The employee is prohibited from using his/her cell phone at any time when driving students.

When the District employee is driving a private vehicle within the scope of the employee's employment and duties, the employee is provided primary liability coverage as provided in Iowa law and under the District's auto liability insurance, provided the employee is acting within the scope of his/her delegated duties and authority. This coverage does not extend to damage to the employee's vehicle or loss of personal property of the employee driver. This means that District insurance covers: 1) bodily injury to others and 2) damage to personal property of others. Damage to employee driver's vehicle would be covered by the employee's insurance. Bodily injury to the employee would be covered under the District's Workers' Compensation insurance.

### Transportation by Adult Volunteers

An adult volunteer may transport students in private vehicles only for field trips or activity events, provided the adult volunteer has received authorization from the District employee who supervises the volunteer's work. The adult volunteer must, at all times, exercise caution and obey all traffic laws when transporting students. The adult volunteer is prohibited from using his/her cell phone at any time when driving students.

### Requirements for Transportation by Employees and/or Adult Volunteers

Employees and/or adult volunteers who are approved to drive a private vehicle under this Regulation will be required to annually complete and sign a Driver Statement confirming the following conditions are met:

- Must have a current, valid and appropriate driver's license or Commercial Driver's License (CDL).
- Must not be subject to any driver's license suspension, revocation, cancellation, denial or bar and not have committed an offense or act which, either alone or with previous offenses or acts, could result in license suspension, revocation, cancellation, denial or bar.
- Must have an appropriate child safety restraint for every student transported as required by applicable state or federal regulations.
- Must possess Proof of Insurance for private vehicles used to transport District students.
- Must have the owner's permission to operate the vehicle.

All completed Driver Statements will be kept on file in the originating school office.

If at any time the District learns that the any of the above-stated conditions are not met and/or that the employee or adult volunteer for any reason should not transport students in a private vehicle, the District can revoke the employee's or adult volunteer's driving privileges pursuant to this Regulation. The District reserves the right to revoke the driving privileges pursuant to this Regulation without any notice and for any reason.

Transportation by Common Carriers

Students may be transported through the use of city buses, taxis, or other common carriers. The responsible administrator will be expected to exercise judgment regarding the assignment of adult supervision.

Transportation to and from Off-Campus Activities

If not provided by the District, it is the responsibility of the parent/guardian to provide or arrange for transportation of their student(s) to and from off-campus activities and learning experiences in the Cedar Rapids metro area.

Code of Iowa: Chapter 670.2

Approved: 01-26-81  
Amended: 02-06-84  
Reviewed: 09-25-89  
Revised: 10-12-92  
Reviewed: 06-09-97  
Revised: 01-11-99  
06-14-99  
09-08-03  
04-28-08  
04-14-14  
01-27-2020