

The Board authorizes the purchases of various vehicles (other than buses) for transporting students and staff. However, the Board recognizes the need for some school employees to use their own automobiles for school purposes, including but not limited to field trips, sporting events, and conference requests. A coach or teacher transporting students does not need any additional training or certification other than a regular driver's license, but must have prior approval of a school district administrator. School district administrators are responsible for confirming that the driver of a private vehicle is licensed. To safeguard the district, employees, and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy shall be observed:

1. To use a vehicle for school purposes, the employee must have the permission of the building principal, non-instructional department supervisor or a member of central office staff.
 - a. This may be standing permission for employees who use their own cars regularly for school purposes.
 - b. For all special trips involving students, including, but not limited to field trips, special permission must be obtained in advance for the specific trip.
 - c. Parental permission should be obtained for students traveling in a private vehicle for an approved school-sponsored trip. This will have the effect of informing guardians/parents that private vehicles are being used.
2. If a district vehicle is not used, primary liability rests with the owner of the vehicle being used.
3. The district shall assume no responsibility for liability in case of accident.
4. The Board specifically forbids any employee to transport students for school purposes without prior authorization.
5. No student shall be sent on any school errand that requires operating any motor vehicle.

Date of Board Adoption: September 13, 2011
Johnson City Central School District, Johnson City, New York