

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 administrator. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors, distance, etc.

Personnel with special permission to use their own vehicle for transporting students must carry their own liability insurance coverage in compliance with state law. 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 administrator acknowledging that the staff member's personal liability insurance shall be used first for any necessary coverage.

LEGAL REFS.: C.R.S. [22-32-113](#)(4)
C.R.S. [42-7-101](#)*et seq.*(*Motor Vehicle Financial Responsibility Act*)
C.R.S. [42-1-102](#)(88) (*definition of school bus; private vehicles can be regulated as schools buses in certain circumstances*)

CROSS REF.: [EEBB](#), Use of Private Vehicles on School Business

First Reading: [6-12-18](#)

Adoption Date: [8-14-18](#)

Lake George Charter School