

**MILLINOCKET SCHOOL BOARD POLICY
USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS**

The Board recognizes the need for some school employees to use their privately owned motor vehicles for school purposes either regularly or occasionally.

Privately owned vehicles may be used for student transportation when, in the opinion of the building principal /Superintendent/designee this is the most practical or only possible method of transportation.

To safeguard the Millinocket School Department employees and students in matters of liability, the following policy will be observed:

- A. Prior to use of a private vehicle for school purposes, the employee must have permission of the building principal/Superintendent/designee.

For all special trips involving students, e.g., field trips, a special permit must be obtained in advance for the specific trip.

- B. No student may be sent on school errands with his/her own vehicle, an employee-owned vehicle, or a school-owned vehicle.
- C. Field trip and other off-campus school-sponsored activity transportation will be by school bus whenever practicable.

The Superintendent may approve the use of private vehicles in situations in which the small number of students or budget or schedule restrictions make bus use prohibitive or impractical.

- D. For student trips made in private vehicles, the owner must be properly licensed and carry liability insurance. Proof of current license and insurance will be submitted to Central Office and the license information will be forwarded to the district's insurance company for their review.
- E. Employees driving school-owned vehicles must submit proof of current license to Central Office, which will be forwarded to the district's insurance company for their review.
- F. The vehicle must have a current registration and display a current inspection sticker. The vehicle must have sufficient seat belts for the driver and each of the other persons being transported.
- G. No employee may transport students for school purposes without prior authorization by the building principal/Superintendent/designee.

- H. No student will be allowed to transport other students on field trips or for other school-sponsored activities.
- I. Parents will be informed whenever private vehicles will be used to transport their child(ren) for a field trip or other school purpose and will be required to sign a permission form in advance.
- J. All employees must, at all times, follow applicable state and federal laws or regulations regarding the use of cell phones and data devices. In addition, regardless of the law in your jurisdiction, it is a Millinocket School Department policy that employees whose job responsibilities include driving must refrain from making calls while driving. Under no circumstances should an employee use a data device (i.e., texting or emailing) in any way while driving. Regardless of the circumstances, including slow or stopped traffic, employees are required to safely pull off the road and safely stop the vehicle before placing a call. If driving, an employee may accept an incoming call only with the use of a hands-free operations device. Even in this circumstance, special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. This applies to employees who are driving on Millinocket School Department business, either in their own vehicle or a school vehicle.

PARENT AND VOLUNTEER-OWNED VEHICLES

The above provisions apply to the use of private vehicles when the driver is a parent or other approved volunteer transporting students to or from school-sponsored events or activities or using a private vehicle for other school purposes.

The school will inform parent drivers and other approved volunteers that in the event of an accident, the parent or approved volunteer's liability insurance will be the primary coverage.

The school will not be responsible for any accident or injury arising from a parent's transportation of his/her own child(ren) to or from a school sponsored event or activity. Students are expected to travel by school-provided transportation when available.

Cross Reference: IJOA – Field Trips
IJOC – School Volunteers
GBEBC – Employee Cell Phone and Data Device Usage

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