

USE OF PERSONAL AND DISTRICT-OWNED VEHICLES ON SCHOOL BUSINESS

The Board recognizes the need for some school employees, or other persons serving in an official capacity, to use their own motor vehicle for school purposes. To safeguard the District, employees and students in matters of liability, particularly as it relates to the transporting of students, the following policy guidelines will be observed:

- Staff will use district-owned vehicles whenever possible and should schedule activities and transportation needs far enough in advance to avoid non-emergency use of private vehicles, if possible.
- No staff member will use a private vehicle for district business without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Administrators and teachers assigned to multiple buildings shall be granted standing authority to use their private vehicles for routine school-related business and/or to travel between district facilities. Staff members who are authorized to use a private vehicle on district business will be reimbursed in an amount established by the Board of Education.
- District employees are prohibited from using district-owned vehicles for any personal purpose. Use of these vehicles is for school district-approved events only.
- When a district-owned vehicle is not available, district employees or other persons serving in an official capacity may transport students in privately owned vehicles provided they have obtained written permission of the district administrator or designee to do so. Permission may only be granted if the person providing transportation has satisfactorily met all district requirements and state law.
- Any traffic violations committed by a driver while using district-owned vehicles are the financial responsibility of the driver. The vehicle driver and passengers must follow all applicable State of Wisconsin safety and legal requirements.
- Unless the employee or other person serving in an official capacity has obtained the required permission to transport students (in which case the school district's insurance applies), the District will assume no liability in case of an accident.
- If driving a district-owned vehicle, each driver needs a valid driver's license. If transporting students using his/her own private vehicle, the driver will need a valid driver's license and a certificate of insurance for the vehicle.

LEGAL REFERENCE: Wisconsin Stat. Chapters 19 and 120
CROSS REFERENCE: Exhibit (4) #363.1 – Acceptable Use Policy – Handbook Version
Policy #363.1 – Electronic Communication System Policy
Policy #823 – Public Records Policy