

## USE OF DISTRICT OWNED OR PRIVATE VEHICLES TO TRANSPORT STUDENTS OR NON-STUDENTS FOR SCHOOL BUSINESS

The Evansville Community School District Board of Education recognizes the need for some school employees, or other persons serving in an official capacity, to transport students to or from school or school-related activities in a District owned or private motor vehicle. 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:

1. The vehicle driver must have a valid Wisconsin driver's license or a valid driver's license issued by another jurisdiction, as defined by state law.
2. The driver must submit to a criminal background check on an annual basis.
3. The driver must submit to a Motor Vehicle Record check on an annual basis.
4. The driver may not have been convicted of any offenses or crimes listed under School Bus and Alternative Vehicle Driver Disqualifications.
5. The driver must be at least 18 years of age and have at least (2) two years of driving experience.
6. The vehicle may not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the driver. The driver and all passengers must wear seatbelts at all times. Use of vans with a passenger capacity of eleven (11) persons or more including the driver is prohibited by law.
7. Any student under the age of eight (8) or under 80 pounds must be restrained in compliance with Wisconsin Statutes in a safety restraint system that is appropriate to the child's age and size (i.e. car seat, booster seat) that meets the standards established by the Wisconsin Department of Transportation.
8. Drivers must refrain from the use of alcoholic beverages or controlled substances (any drug or medicine which may impair the ability of the driver to perform safely) for a period of not less than 24 hours prior to the transportation of pupils.
9. Any individual who has been approved on a yearly basis to operate a motor vehicle must report to the Business Manager in writing within ten (10) days of the occurrence of any accident in which the individual was involved as the driver of any motor vehicle, regardless of whether the individual was issued a uniform traffic citation or charged with any offense or any suspension or revocation of the individual's operating privileges.
10. There shall be no personal use of District-owned vehicles.

11. Drivers shall not operate any electronic device while the vehicle they are driving is in motion. The ONLY time these devices may be operated is when the vehicle is parked.
12. All traffic violations incurred while conducting school business are the sole responsibility of the driver.
13. Drivers who will be operating the District lift van to transport students must first be trained to operate the lift and to secure a wheelchair for transport.
14. Use of private motor vehicle for school business.
  - a. Transportation by private vehicle shall be strongly discouraged.
  - b. District employees or other persons serving in an official capacity shall have the written permission of the district administrator, or designee, in order to use a private motor vehicle for transporting students. Permission may only be granted if the person providing transportation has satisfactorily met all District and state laws requirements.
  - c. The District shall assume no responsibility for liability in case of accident, unless the employee or other person serving in an official capacity has obtained the necessary authorization. In all cases, however, the driver's automobile insurance is the primary carrier, with the District's insurance being secondary.
  - d. Private vehicles used for school business must be inspected by the owner or their designee prior to use.
    - i. In consideration for this inspection, the vehicle owner does agree to release, waive, discharge and will not sue Evansville Community School District for anything directly or indirectly related to said inspection.
  - e. For private vehicle use, the owner must show proof of the following minimum insurance coverage before the vehicle's use is authorized and provide updated proof upon expiration of coverage:
    - i. Property damage coverage - \$300,000.00
    - ii. Bodily injury liability coverage - \$300,000 per person
    - iii. Subject to the limit for each person: total bodily injury liability limits of not less than \$300,000 per accident.

Legal Ref: Sections 121.555 Wisconsin Statutes (Alternative Methods of Providing Transportation), s. 343.12 (7) or Chapter Trans. 112.15 Wisconsin Administrative Code