

# xx--Draft EEBB- USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS AND STUDENT TRANSPORTATION (12-13-2021)

## DWM SUGGESTED DRAFT-12-13-21

The Cape Elizabeth School Board recognizes that some school employees may need to use their own vehicles for school purposes on either a regular or an occasional basis to conduct school business.

In general, school buses or other School Department vehicles will be used to transport students. However, when buses are not available or when there are other circumstances that make the use of buses impractical, employees, parents, volunteers or students may be authorized to transport students for school purposes such as approved extracurricular activities or field trips.

Requests to use private vehicles for school business must be approved in advance by the Superintendent/designee in writing and meet the applicable requirements in this policy. Employees or others who regularly use their private vehicles for school purposes may be issued a standing permit.

### I. Requirements For All Drivers

- I. The driver must have a valid Maine's driver's license; current registration and inspection sticker; and have the following insurance coverage: \$100,000/\$300,000 (liability), \$50,000 (property damage), and \$5,000 (medical coverage). Appropriate documentation must be provided.
- II. A driving record check will be conducted on all prospective drivers.
- III. Hands-free devices may be used only for necessary calls, checking directions on navigation system, etc. The use of hand-held electronic devices is prohibited while driving. If a hand-held device must be used, the driver must pull over and stop in a safe location.
- IV. The driver and all passengers must wear seat belts at all times while using a private vehicle for school purposes.
- V. All Board policies, administrative procedures and school rules are in effect while using a private vehicle for school purposes.
- VI. Any accident while using a private vehicle must be reported immediately to the appropriate law enforcement authority and to the Superintendent's Office.

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