

TRANSPORTATION OF STUDENTS

The Board authorizes the use of private vehicles under the following circumstances:

Under unusual circumstances, the District may request parents, or a responsible adult, to drive children to school in their own vehicles on a per-mile cost reimbursable basis. The Transportation Department determines when “in-lieu” transportation would be advantageous to the District and arranges its implementation. In cases where car pools are formed by families, reimbursement shall be provided only to the parent whose car is used to transport the students to school.

Upon written approval of the principal, staff may transport students when a student’s welfare is involved; when due care dictates prompt action, when engaged in occasional field trip activity or when engaged in an occasional extracurricular activity. The staff member shall acknowledge that he/she agrees to assume full responsibility for any liability or property damage, comprehensive or collision, made by or against the driver/owner of the vehicle. The District’s liability insurance shall cover the risk assumed by the District. The mileage of the staff member shall be reimbursed by the District.

EMPLOYEE RESPONSIBILITY

To be approved as an authorized driver, employees must:

- 1) Submit a photocopy of their driver’s license and proof of insurance to the Supervisor of Transportation;
- 2) Successfully complete a transportation safety course;
- 3) Receive approval by the Supervisor of Transportation based on a review of certified copies of abstracts of their driving record provided by the Washington State Department of Licensing; and
- 4) Report to the Supervisor of Transportation within twenty (20) calendar days the filing of any criminal charges, traffic convictions, license suspensions or revocation orders issued by the Department of Licensing.

SUPERVISOR OF TRANSPORTATION’S RESPONSIBILITY

The Supervisor of Transportation shall maintain records of employees who are authorized to transport students, shall annually obtain and review copies of abstracts of their driving records from the Washington State Department of Licensing, and shall, on the basis of that record, determine whether they are qualified to transport students. In addition, the Supervisor of Transportation shall offer a transportation safety course on a periodic basis throughout the year.



<i>LEGAL REFERENCES</i>	<i>RCW 28A.160.030</i>	<i>Authorizing individual transportation or other arrangements</i>
	<i>WAC 392-143-070</i>	<i>Other vehicles used to transport students</i>



<i>POLICY ADOPTED</i>	<i>February 10, 1997</i>
<i>RENUMBERED</i>	<i>May 12, 2003</i>
<i>REVISED</i>	<i>November 28, 2011</i>