



## **Authorized Staff Transporting Students in a Self- Owned Vehicle**

**3.40.200-AD**

### **3.40.200-AD Authorized Staff Transporting Students in a Self-Owned Vehicle**

There may be emergency situations other than field trips or special education activities where staff need to drive students in a self-owned vehicle. These situations should be limited and should only occur with parent/guardian permission or once all contacts on the registration form have been attempted.

Only the building Principal, or his/her designee, may approve staff to transport students in a self-owned vehicle. Staff members authorized to transport students must meet the following qualifications:

- (1) the Security Department must approve the staff member's driving record annually
- (2) provide proof of insurance to the Risk Management Department
- (3) the self-owned vehicle must meet the mandatory vehicle equipment requirements for the state of Oregon and other vehicle requirements outlined by Risk Management

Policy Implemented:xxxxx

History: Adpt. 8/09