

**Rutland Southwest Supervisory Union
Middletown Springs Town School District
Tinnmouth Town School District**

**Ira Town School District
Poultney Town School District
Wells Town School District**

Transportation of Students in Private Vehicles

Code # F-9A

Policy:

It is the policy of the Rutland Southwest Supervisory Union and its member boards that whenever possible, school buses or other official school vehicles should be used to transport students on school-sponsored activities that require transportation (such as field trips). However, transportation of students by willing school staff or volunteers is allowable under the VSBIT Multi-Line Program.

- For covered vehicles owned by the Supervisory Union, the Program's coverage is primary.
- For covered vehicles not owned by the Supervisory Union, coverage provided by the Program is in excess of any other collectible coverage or insurance (most often the employee's or volunteer's Personal Auto policy).
- Volunteers are only covered if they are acting at the direction of the school district and within the scope of their duties, which must be approved by an administrator or designee.

The statutory requirement and resulting VSBIT coverage apply only to third party claims and not to damage of the employee's or volunteer's property (i.e. their personal auto).

All applicable job descriptions should include a reference that driving is an essential function of the job and that the job may require the use of an individual's personal (and properly insured) vehicle.

Mileage reimbursement should be paid or offered to all employees driving personal vehicles for employment-related activities that are approved by an administrator or designee. The federal government's calculation of allowable mileage rates includes a calculation for insurance-related costs.

Each school district shall

1. Obtain a certificate of insurance from each employee/volunteer showing Personal Auto coverage of at least \$100,000 per person / \$300,000 per accident (bodily injury) plus \$50,000 (property damage), or \$300,000 combined single limit.
2. Obtain a copy of each employee's/volunteer's valid driver's license.

Reference: Title 16 V.S.A. § 1756

Cross Reference: D1 (Personnel Recruitment, Selection, Appointment and Criminal Records Checks) and D7 (Volunteer and Work Study Students).

	Date Adopted	Replaces Policy
Rutland Southwest Supervisory Union	2/22/10	None
Ira Town School District	See RSWSU	
Middletown Springs Town School District	2/11/10	None
Poultney Town School District	2/9/10	None
Tinnmouth Town School District	2/8/10	None
Wells Town School District	2/10/10	None

