

Student Transportation in Private Vehicles

All requests for student transportation in private vehicles must be approved by a district administrator. Authorization to approve use of private vehicles for transporting students to school-sponsored activities will be limited to the principal, assistant principal, school athletic director or other personnel designated in writing by the superintendent.

1. District staff and/or other adults transporting students to school-sponsored activities must provide to the building principal evidence of valid, in-force automobile coverage. This evidence will consist of the certificate of insurance issued by a Colorado company or a company licensed to operate in Colorado, or a copy of the declarations page of the insurance policy.
2. Any question of age should be certified by an examination of the driver's license. The principal shall verify that the driver possesses a valid driver's license and that the driver is at least 21 years of age.
3. Drivers planning trips beyond 100 air miles, or out of state, must submit their motor vehicle record (MVR) to the director of transportation services or his/her designee for approval, at least seven days prior to the scheduled trip.
4. Under no circumstances will vans with a capacity of 12 or more passengers be allowed. The use of any motorcycles, motor homes, recreational vehicles and convertibles to transport students is prohibited as well.
5. The use of safety belts by students is mandatory when being transported in private automobiles to school-sponsored activities under this regulation. Colorado law mandates that all individuals wear safety belts while in a moving vehicle.
6. A form for drivers of private vehicles (EEAG-E) must be completed for each trip. Form EEAG-E and the evidence of insurance will be kept in the principal's office.

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