

**Private Vehicle Transportation – 6625P**

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Whenever students are transported via private auto during field trips or other officially sanctioned activities, the following requirements are necessary:

- A. The parent of each student shall sign a permission slip consenting to the use of private transportation.
- B. The principal shall assume responsibility for determining if the automobile to be used is in good working order and that the driver of the automobile is properly licensed.
- C. The driver's liability coverage shall meet property damage, personal injury, and uninsured motorist limits as may be required by the district.
- D. Drivers of private vehicles must complete all district required forms.

The following procedures shall apply when *in lieu* transportation is used:

- A. All requests for *in lieu* transportation shall be directed to the Transportation Department.
- B. The Transportation Department shall distribute instructions and reimbursement claim forms for all approved requests.
- C. The school shall accept claim forms on a monthly basis and verify attendance, and transmit completed claim forms to the Transportation Department.
- D. The Transportation Department shall forward completed claim forms to the business office.