

Privately Owned Vehicles

When it is necessary for an employee to use their vehicle on school business, the board will pay the contract rate for such use. Each person using their car for school business must provide written proof (current insurance card or copy of front page of policy) of \$100,000/\$300,000 liability insurance and \$100,000 property damage insurance. **Form** for the use of a personal car for school business is to be made in advance to the office of the superintendent.

Occasionally it is necessary to rely on **staff** to transport students for school activities. **Staff** must provide proof (current insurance card or copy of front page of policy) of \$100,000/\$300,000 liability insurance and \$100,000 personal property damage insurance. A list of **staff** drivers, indicating current insurance coverage has been verified, must be supplied by the teacher to the building principal for each occasion.

Policy Adopted: 2/87

Policy Amended: 2/00

Policy Amended: 6/04

Revised 10/23/17