



PACE

SAFETY • SERVICE • SAVINGS
A **TRUST** BUILT FOR **STUDENTS**

QUICK REFERENCE GUIDE

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Student transportation to school-sponsored activities in private vehicles is not best practice. It is always preferred to utilize a school's standard protocols for student transportation, whether that is in a district or school vehicle with appropriately trained staff or contracted to a third party.

If a district or school is going to consider allowing the use of private transportation, here are a few things they should consider:

- The insurance for drivers who are transporting students would be primary if an accident were to occur. Thus, drivers could incur some personal liability.
- The entity needs to confirm board policy governing this matter. If an existing policy is not already in place, it is recommended that one be adopted to provide guidance. Policy should direct that:
 - School or district administration approves the use of private transportation for that activity.
 - Parents or guardians consent via a signed permission slip.
 - The entity requires the vehicle and driver to be properly licensed.
 - The entity requires proof of insurance from the driver(s), which meets or exceeds the minimum limits set by the state and the entity. (The insurance agent of record would be a good resource to help the school set appropriate limits within your risk tolerance.)
- Private transportation has adequate seating and appropriate restraints in good working order for the students being transported, including child safety restraints such as booster seats, if required.
- If student transportation is allowed in private vehicles, ensure that a driver is never alone with a student. In other words, if you must transport a single student, at least two adults should be present in the vehicle. This is to help limit perception and liability issues and to ensure reliable witnesses for potential allegations from the trip.
- Students transporting fellow students to school-sponsored events is not best practice and should be avoided.
- Finally, it is mandatory that all drivers complete required training and background checks, including providing information as required by Oregon's sexual conduct rules.



If you would like to further discuss your situation or brainstorm risk mitigation on this topic or any other topic, please reach out to your PACE Risk Management Team at riskmanagement@sdao.com.

PACE RISK MANAGEMENT

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