



LOSS CONTROL BULLETIN

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

LARMA encourages its members to use only school district vehicles and drivers when transporting students to and from school-sponsored events. If private vehicles are used, the insurance coverage on that vehicle is considered primary (a fact that should be made clear to volunteer drivers). However, the school district and LARMA may end up spending thousands of dollars in legal fees to prove and defend this point.



We recognize that some LARMA members find it necessary, depending on resources and circumstances, to use personal vehicles and volunteer drivers for student transportation. If your district uses private vehicles and drivers, even occasionally, make sure your policies and procedures address the following areas.

- School board approval must be secured for all events and the accompanying travel before any other steps are taken. Permission slips should only be sent to parents after the trip has been approved.
- Volunteer drivers, like all school volunteers, must have background checks performed. Additionally, motor vehicle records (MVR's) should be obtained and reviewed prior to allowing the volunteer to transport students.
- Evidence of current, adequate insurance coverage on the vehicle should be obtained. You must decide what the meaning of "adequate" is in your district, but State minimums should not be acceptable. Check with your local agent or insurance advisor.
- Make sure the vehicle to be used is in good condition and well-maintained. It should be mechanically sound with good tires, brakes, etc.
- All passengers should have seat belts and be required to use them.
- Never overload a vehicle or allow passengers to ride in pickup truck beds, even over short distances.