

**TRANSPORTATION BY PRIVATE VEHICLE**

The School Board authorizes the transportation of students by private vehicle of the Corporation in an emergency situation.

Any such transportation must be approved in advance and in writing by the building administrator. The writing must set forth:

- A. the date, time, and reason for the transportation;
- B. the places from and to which students will be transported;
- C. the name and address of the driver;
- D. the names of the students to be transported;
- E. a brief description of the transportation vehicle;
- F. the signature of the driver;
- G. certificate of insurance. The individual driver's insurance carrier is the responsible party in the event of any or all accidents or claims.

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

Persons approved for the transportation of students in a private vehicle shall be an employee of this Board or a parent of a student enrolled in this Corporation and the holder of a currently valid license to operate a motor vehicle in the State of Indiana.

No person shall be permitted to transport students who are not the holder of automobile liability and personal injury insurance in the amount required by law. The Board may withdraw the authorization of any private vehicle driver.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the building principal.

Expenses incurred by drivers of private vehicles in the course of transporting students may be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs of tolls and parking fees.