

Brookfield Local School District  
Bylaws & Policies

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**8660 - TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

The Board of Education authorizes the transportation by private vehicle of students of this District between the school and a school activity approved by this Board in accordance with this policy.

Any such transportation must be approved in advance and in writing by the building principal. The writing must set forth: the date, time, and reason for the transportation; the places from and to which students will be transported; and the name of the driver.

The parent of a participating student will be given, on request, the name of the driver.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board, an approved volunteer, a student of this District, or the parent of a student enrolled in this District and the holder of a currently valid license to operate a motor vehicle in the State of Ohio.

No person shall be permitted to transport students if s/he does not possess and maintain automobile liability and personal injury insurance in the amount required by District administrative guidelines. The Superintendent may withdraw the authorization of any private vehicle driver who fails to maintain the required amount of automobile liability insurance.

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 will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

Revised 6/21/06

REQUEST FOR TRANSPORTATION BY PRIVATE VEHICLE

Requesting Staff Member \_\_\_\_\_

Purpose of the Trip \_\_\_\_\_

Date(s) of the Trip(s) \_\_\_\_\_

Time(s) of Departure \_\_\_\_\_ Time(s) of Return \_\_\_\_\_

Owner of the Vehicle \_\_\_\_\_

Driver of the Vehicle \_\_\_\_\_

Description of Vehicle (make, model and year) \_\_\_\_\_

Amount of Liability Insurance \_\_\_\_\_

Name of Insurance Company (attach a copy of front page of insurance policy) \_\_\_\_\_

I affirm and certify the following:

- There is a safety belt for each passenger and I will require all passengers to use the safety belts.
- I have a valid operator's license in this State (attach a copy of license).
- Each student's parent has provided written consent to the trip (attach a copy of consent form(s)).
- The vehicle is in proper operating condition.
- No hazardous road conditions on the itinerary are forecast.
- Proper transportation has been arranged for each student upon return to the school.
- No other person other than the driver listed above will be driving the vehicle during the trip.
- Any student under the age of twelve (12) will be seated in the rear seat of the vehicle.
- If the trip is out-of-town and the transportation is approved, a copy of each student's Emergency Medical Authorization Form 5341F1 will be maintained in the vehicle during the trip.
- A list of names of the students who will be riding in the vehicle will be provided to the school office.
- I have no more than eight (8) points and/or no six (6) point convictions on my license within the last twenty-four (24) months.

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

Transportation Approved

Transportation Not Approved

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date